



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

**The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.**

## Position Description

<b>Position:</b>	<b>Culture, Education, and Wellness Manager</b>
<b>Department/Program:</b>	Youth and Education Services
<b>Compensation:</b>	<b>Starts at \$52,000 - \$65,000 Depending on Experience</b>
<b>Benefits:</b>	NAYA recognizes 14 paid holidays per fiscal year. Additional paid time off includes accruals of sick and vacation hours; vacation time is based on tenure with the agency. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment and NAYA will match employee contribution to their 401K, up to 6%.
<b>Employment Status:</b>	Full-time, exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned (including twice monthly Culture Nights).
<b>Supervision:</b>	Responsible for direct supervision of Academic and Enrichment Coordinator, Cultural Arts Coordinator, Recreation Coordinator, Education Program Specialist, and Student Interns, and Community Volunteers within the After-school and Seasonal Camps programs
<b>Reports To:</b>	Youth and Education Services Director
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	January 2024

### Position Description:

The Culture, Education, and Wellness (CEW) Manager is a member of the Native American Youth and Family Center’s Youth and Education Services Department and supervises the CEW team. This position is responsible for overseeing the integration of cultural identity and arts, wellness, and educational components into all aspects of youth program activities, including after-school activities, as well as spring and summer camps. The manager will ensure youths’ identity, self-esteem, educational, and wellness gains by developing and monitoring existing assessments and internal database tracking of all program data, including attendance. The manager will continue to build culture, education, and wellness services and expand on a continuum of services that spans elementary through high school. The ideal individual will have experience managing diverse teams, proven grant management skills, and strong organizational, planning, and prioritization skills. The CEW Manager must be able to work under pressure, cover programming in the case of staff absences, and work collaboratively with the CEW team, various leadership teams within NAYA, and community partners.

# NAYA Family Center | Position Description: **Culture, Education, and Wellness Manager**

## **Essential Functions:**

- **Grant Management:** The CEW Manager is responsible for individual program outcomes and the development of resources to maintain consistent and uninterrupted service offerings. The CEW Manager participates in and leads grant writing, grant reporting, and funding compliance requirements. The CEW Manager oversees multiple program offerings to ensure contract compliance, collection of data, timely completion of reporting requirements, and the completion of program evaluation for grant records.
- **Overseeing after-school program components:** The CEW Manager works with CEW staff to create and maintain Monday – Thursday school year programs plus Spring and Summer camp programming primarily for 2nd-8th grade youth (at times, high school youth will be served), including, but not limited to daily recreation, academic support, cultural arts classes, youth dinner services, and youth transportation services. This includes supporting and ensuring program planning, such as backward planning and calendaring, is regularly occurring to support program sustainability.
- **Establishing and Maintaining School and Community Partnerships:** This position requires working with schools, community partners, and social services organizations with the goal of expanding access to and improving NAYA youth programs.
- **After-school Goal Planning:** Using the principals of the Relational Worldview Model, the CEW manager will work with the Academic and Enrichment Coordinator to ensure students create and fulfill after-school Goal Plans that include but are not limited to utilizing targeted academic support, cultural arts education, and recreation activities.
- **File management and data input:** The CEW Manager creates systems for and oversees maintenance of all CEW files. Trains staff and ensures that data is input into the Youth and Education Services database(s) and ETO (including, but not limited to, daily attendance and case management notes) to generate progress reports and maintain grant reporting documentation.
- **Coordinating volunteers:** The CEW manager recruits, trains, and supervises volunteers, connecting them to students participating in on-site programming; this includes standing partnerships with Portland State University's (PSU) Capstone Program. The CEW program manager oversees the volunteers from partners such as the PSU Capstone Program to assist and support after-school programming and seasonal camps.

## **Program and Management Activities:**

- Provide supervision, support, and training for Learning Center/After-school, Cultural Arts, and Recreation Coordinators, Youth and Education Services Support Staff including any academic specialist or support staff, summer interns, and PSU Capstone volunteers.
- In collaboration with the Health Equity Program Manager, ensure the Health Equity team is integrated into youth after-school and spring/summer break programming,
  - a. Communicating with funders to ensure program objectives are achieved and reporting is completed in a timely fashion
  - b. Assist in creating the design and collaboration plan, including necessary training/on-boarding, for the after-school program staff
- Oversee and support coordination of extracurricular activities including cultural arts, recreation, and seasonal programming
- Support staff in developing and maintaining transportation calendar for school pick-ups and student drop-offs
- Work with CEW staff to keep track of youth goal plans, academic data, and cultural identity evaluation tools such as the Native Outcomes Planning Protocol to monitor each student's growth
- Train staff, tutors, and volunteers to follow state standards when implementing lesson plans and tutoring youth

# NAYA Family Center | Position Description: **Culture, Education, and Wellness Manager**

- Communicate with CEW and YES staff, students, and parents to discuss educational activities, policies, and student behavioral or learning problems
- Seek feedback and advice from parents and the community, so as to create a cooperative relationship to support and build programming
- Communicate with the Director of Youth and Education Services regularly about the needs, successes, and general operation of youth programming

## **Additional Duties:**

- Other duties as assigned by the Director of Youth and Education Services
- Additional Culture, Education, and Wellness Manager Duties:

## **Data Management**

- Collaborate with program managers to identify critical reporting data and model new programs within the used databases
- Interface with staff and technical support providers to see that agency client databases can model programming needs

## **Supervision**

- Responsible for recruitment, screening, and selection of assigned staff
- Responsible for day-to-day supervision of staff, including bi-weekly supervision meetings, monthly team meetings, performance evaluations, and related documentation
- Help design and assist in the implementation of staff professional development effort

## **Additional NAYA Family Center Duties:**

- Understand and adhere to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Input data, and maintain NAYA and/or contractually required information database systems to track client information
  - Includes entering client data, assisting and/or preparing periodic reports
  - Database examples include but are not limited to: Efforts to Outcome (ETO), Service Point, Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
- Participate in trainings and/or meetings to ensure program outcomes are achieved
- Represent NAYA with the utmost professionalism at community events and other public relations opportunities
- Work as an active member of the departmental team, including the departmental leadership team
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff

## **Qualifications:**

### Education & Training:

- Bachelor's in Education, Public Health, Social Work, Public Policy, Indigenous/Native American Studies or similar field, and/or equivalent program management experience
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required
- Knowledge and understanding of social determinants of health, the local public health system and environment, including the elements necessary for community success
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required
- General knowledge of implementing safety and security plans and procedures
- Demonstrated ability to write Grants that are successfully awarded, strongly preferred
- Demonstrated ability in employee motivation and supervision, strongly preferred

# NAYA Family Center | Position Description: **Culture, Education, and Wellness Manager**

## Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)

## Experience:

- Experience working within diverse populations, (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Youth After School/Camp Program Coordination Strongly Preferred (participation in after school/camp programming is required at a minimum)
- Demonstrated ability in project management
- Demonstrated communication, collaboration and conflict-resolutions skills
- A minimum of three (3) years of progressively responsible (including leadership) experience
- A minimum of three (3) years of experience working in health, education and/or social services focused on low-income and culturally diverse populations
- Experience managing grants, including grant writing, reporting, funding compliance, and evaluation
- Demonstrated professional record of improving student achievement
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through)

## **Qualifications, Continued:**

### Skills:

- Strong community building skills
- Excellent organizational, planning, and prioritization skills
- Detail-oriented; self-directed individual, able to manage multiple tasks under pressure.
- Ability to develop and present in staff, participant and community trainings
- Experience in facilitating and organizing staff development opportunities
- Strong Team Building Skills
- Demonstrated problem solving skills
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - Microsoft Office programs
  - Database use
  - Email

**Work Environment:** NAYA employees are expected to work on site most of the week. With supervisory approval, employees may be able to work at home 1 to 2 days per week after successful onboarding.

## **Physical Requirements:**

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

# NAYA Family Center | Position Description: **Culture, Education, and Wellness Manager**

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

**Other Requirements:**

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a full background investigation consistent with Oregon Department of Education. including a fingerprint criminal history check; see [https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying\\_Convictions\\_2015.pdf](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf) for more information)
3. 3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regimen) before start date. \*
4. 4. Successful completion of a DHS Background Check Unit

**Application Procedures:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team; please address your qualifications and experience
2. A current Resume

Note: Candidates selected for a job offer will be asked to complete a NAYA application.

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline:** Open until filled.

**Attention:** Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

**Please send application materials to:**

Attn: Human Resources  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [jobs@nayapdx.org](mailto:jobs@nayapdx.org)