Culture, Education and Wellness Manager

The Native American Youth and Family Center (NAYA) serves self-identifying Native American and Alaska Native community members, infant to Elder, in the Portland area. NAYA was founded by parent and Elder volunteers in 1974 who created a place for youth to engage in sports and recreation. Over the last 50 years, NAYA has become a gathering center for Native Americans to practice tradition, teach culture, and build community. Today we employ more than 160 staff who provide a continuum of self sufficiency and educational programs. We are also a powerful advocacy organization, giving a strong voice to the priorities of our people.

We seek an experienced and organized youth services professional to serve as our next Culture, Education and Wellness Manager. This is a fun and important role that currently leads the CEW team of three staff, the Academic and Enrichment Coordinator, the Recreation Coordinator, and the Cultural Arts Coordinator. The CEW team integrates cultural identity and arts, wellness, and educational components into youth activities such as After School Learning Center programs and Spring and Summer Camps. The role reports to Daniel Guilfoyle, Youth and Educations Services (YES) Director.

NAYA offers an exceptional benefits package, including medical, dental and vision insurance, 401(k) retirement plan with match up to 6%, paid vacation and 14 paid holidays. Starting salary is $62,000 to $67,000 per year.

This role will work from NAYA’s main office in NE Portland. This is a full-time, exempt role with work hours typically of 9 am to 6 pm with a one hour unpaid lunch. Evening and weekend work is required occasionally.

Who You Are

- You are a youth services professional with at least two years of experience working with youth aged 8 to 13 and their families.
- You are an experienced people leader and have managed a team of direct reports for at least two years.
- Ideally, you have experience working with the urban or reservation Native population. Working within a tribe, board, or other Native organization is a plus.
- You enjoy and have experience planning events.
- You are an exceptional project manager. You are an expert at using your calendar to keep your team and your programs organized. You sweat the details when it comes to planning.
- You are an excellent coach for those who report to you. You are adept at providing positive as well constructive feedback. You aren’t afraid to have difficult conversations because you know that problems don’t go away without dialogue.
- You have experience writing and managing grants.
- You are self aware. You are able to listen well and center others. You tend not to be defensive. You are generally OK making mistakes and taking responsibility for them.
- You prefer a team environment at work, rather than working alone. You don’t hesitate to roll up your sleeves and pitch in, even when it’s not your job.
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- You have your own car and a valid Oregon or Washington driver’s license with no more than one major violation in the last three years, so that you can be covered under NAYA’s liability insurance.
- You can successfully complete a background investigation, including a fingerprint criminal history check. See a list of disqualifying convictions [here](#).

What You’ll Do

- Lead a team of youth services professionals and their programs for youth, typically in 2nd to 8th grade. Co-create a work plan for each team member.
- With the College and Career Readiness Manager, co-lead after school programming (Monday to Thursday during the school year).
- With the College and Career Readiness Manager, co-lead week long Spring and Summer Camps.
- Support the Recreation Coordinator’s twice monthly Culture Nights so that the program is enriching, exciting and well attended.
- Ensure that culture, education and wellness are integrated into all youth programs to support youth in making gains in identity, self esteem and their education goals. Develop new programs that further these gains.
- Integrate culturally relevant practices into your team’s programs and practices.
- Work closely with other members of YES to ensure that programming is synchronized. Be a great partner to the College and Career Readiness Manager.
- Carefully manage the grants that fund your programs, including ensuring contract compliance, collection of data and timely reporting.
- Identify additional funding opportunities. Co-write grant proposals.
- Manage NAYA’s relationship with Portland State University’s Capstone Program. Recruit and manage PSU Capstone volunteers to assist with after school programs and seasonal camps.
- Use data to write reports, measure the effectiveness of your programs and make improvements.

Application Instructions
Email a resume and cover letter to NAYA@ArrowTalentGroup.com. If you need accommodation during the application process, please note this in your email.

Questions? Want to chat about this role before you decide to apply? Contact Daniel Guilfoyle, NAYA Youth and Education Services Director, or Michelle Valintis, NAYA Recruiter.

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NAYA is committed to building a work environment that respects and inspires every community member. Our mission is to serve Urban Native youth and families, so we strongly encourage Native people to apply. We encourage applications from members of other historically marginalized groups, as well, including women, people of color, those with disabilities, members of the LGBTQ+ community, and those who have served in the military.
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”.

Culture, Education and Wellness Manager

Department/Program  Youth and Education Services (YES)
Compensation  $62,000 to $67,000 per year
Employment Status  Full-Time, Exempt
Benefits  Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 14 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
Hours  9 am to 6pm with occasional evening and weekend events required
Supervision  Academic and Enrichment Coordinator, Recreation Coordinator, Cultural Arts Coordinator and student interns and community volunteers within the After School and Seasonal Camps programs
Reports To  Youth and Education Services Director
Job Location  5135 NE Columbia Blvd, Portland, OR 97218
Created/Revised  February 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.

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,
  - Communicating with funders to ensure program objectives are achieved and reporting is completed in a timely fashion
  - 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
- 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

**Supervision Responsibilities**

- Responsible for recruitment, screening, and selection of assigned staff
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- 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 Youth and Family Center Duties
- Understand and adhere to confidentiality
- Support the coordination of wraparound services with other NAYA Family Center programs
- Maintain NAYA and/or contractually required information database systems to track client information.
  - This may include entering client data, assisting and/or preparing periodic reports
  - Databases include but are not limited to: ServicePoint and Efforts to Outcome (ETO)
- Work as an active member of Community Development team
- Participate actively in team projects and events
- Conduct yourself in a respectful manner at events, as you are representing NAYA
- Other duties as assigned by the Youth and Education Services Director

Qualifications

Education & Training
- There are no formal educational requirements for this role.

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

Experience
- At least two years’ experience working with youth aged 8 to 13 and their families
- At least two years’ experience managing employees who report to you
- Experience working with the urban or reservation Native American population, including working within a tribe, board, or other Native organization is a plus
- Experience planning and executing events
- Experience writing and managing grants
- Knowledge of or commitment to learn Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the Urban Indian experience

Skills
- You are an excellent coach for those who report to you. You are adept at providing positive as well constructive feedback. You aren’t afraid to have difficult conversations because you know that problems don’t go away without dialogue.
- You are an exceptional project manager. You are an expert at using your calendar to keep your team and your programs organized. You sweat the details when it comes to planning.
- You are self aware. You are able to listen well and center others. You tend not to be defensive. You are generally OK making mistakes and taking responsibility for them.
- You prefer a team environment at work, rather than working alone. You don’t hesitate to roll up your sleeves and pitch in, even when it’s not your job.

Work Location
This role works with youth in person and on site most of the week. With supervisor approval, the CEW Manager may work from home one to two days a week after onboarding and training are complete.

Physical Requirements
- Sit for extended periods of time in meetings and at a desk.
- Stand and walk for extended periods of time.
Occasionally lift up to 30 pounds.
Reasonable accommodations may be made to enable individuals to perform essential functions

Travel for Work
This position does not routinely travel for work outside the Portland metro area. Travel within the Portland area occurs occasionally.

Safety Considerations
There are no safety considerations beyond those typically associated with a role that works in a youth center environment and an office environment.

Other Requirements
1. You have your own car and a valid Oregon or Washington driver’s license with no more than one major violation in the last three years, so that you can be covered under NAYA’s motor vehicle insurance.
2. Successful completion of a background investigation, including a fingerprint criminal history check. See a list of disqualifying convictions here.

Application Procedures
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