



# Native American Youth and Family Center

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**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>Policy, Advocacy, and Community Engagement (PACE) Manager</b>
<b>Department/Program:</b>	Community Development
<b>Compensation:</b>	\$75,000 to \$85,000/year
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours NAYA recognizes 14 paid holidays per calendar year. 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.
<b>Employment Status:</b>	Regular, Full-Time, Exempt
<b>Hours:</b>	General working hours are 9:00 am-6:00 pm; flexible work schedule available upon approval; some evenings and occasional weekends
<b>Supervision:</b>	None
<b>Reports To:</b>	Government Affairs Manager
<b>Job Location:</b>	3101 E Fourth Plain Blvd., Vancouver, WA 98661
<b>Created/Revised:</b>	June 2024

### Position Description:

We are seeking a mission-driven, dedicated, and passionate individual to lead our policy, advocacy, and community engagement efforts while supporting our expansion initiatives in SW Washington. The ideal candidate will have experience in advocacy, a strong background in non-profit/community organizing, and program management. This role will be responsible for developing a community-informed and community-led advocacy agenda in SW Washington. The Policy, Advocacy, and Community Engagement (PACE) Manager will act as an organizational liaison, conducting community outreach and building meaningful, long-term relationships with community members through grassroots organizing. Key responsibilities include program planning and development, community building and mobilizing, event planning and organizing, facilitating community meetings, and grant writing. We seek a talented professional to lead our policy, civic engagement, and systems change work, guiding efforts to shape agendas and policies informed by Native values and experiences.

### Essential Functions:

- Develop and maintain relationships with community members and organizations to coordinate efforts to shape a community advocacy agenda in SW Washington.
- Build and manage relationships with external stakeholders, including the Vancouver Housing Authority, the City of Vancouver, the Washington State Department of Commerce, and Clark County.
- Develop and implement community engagement programming and events that reflect Native values and experiences.
- Be a strong participant and contributor to NAYA’s PACE Team. This will include work in both Oregon and Washington.
- Write reports for funders and manage grants, ensuring alignment with organizational goals and community needs.

# NAYA Family Center | Position Description: PACE Manager

- Manage budgets, project and program timelines, work plans, strategic partnerships, and consultants.
- Monitor measures and policies that could impact the Native American community and provide strategic recommendations.
- Work with organizational leadership and direct service staff to understand and incorporate clients' lived experiences into advocacy and policy work.
- Provide clear analysis and strategic recommendations on policy and advocacy issues to department and organizational leadership.
- Lead in the preparation of talking points, fact sheets, and action alerts for policy campaigns.
- Serve on various community committees, boards, and policy tables as assigned by the Government Affairs Manager.

## Additional Duties

- Understand and adhere to confidentiality.
- Support with the thoughtful coordination of wraparound services with other NAYA Family Center programs and staff.
- Participate and contribute to NAYA's Advocacy & Policy Team.
- Work as an active member of the Community Development team.
- Participate actively in cross-departmental team projects.
- Other duties as assigned by the Government Affairs Manager.

## Qualifications

### Experience

- Three years of experience in coalition building, community advocacy, public policy, or non-profit leadership experience.
- Work or lived experience in the Native community, or commitment to learn Native history and the unique strengths and challenges of Urban Natives.

### Skills:

- You enjoy writing and know that it is a powerful tool for convening people, obtaining funding, and launching programs.
- You are an exceptional project manager. You always have a plan, and you always meet your deadlines. You are skilled at helping your team members to meet their deadlines, too.
- You are known for bringing order to your team's work. You are a systems thinker and are always devising ways to get the work done more efficiently and with fewer errors.
- It's easy and enjoyable to attend community events and celebrations. You know that showing up and authentically connecting with others is essential to your work.
- You are self-aware. You listen well and center others. You are generally OK making mistakes and taking responsibility for them.
- You don't hesitate to roll up your sleeves and pitch in, even when it's not your job.

## Work Location

This position works primarily in the Vancouver/SW Washington area at 3101 E Fourth Plain Blvd., Vancouver, WA 98661 (Fourth Plain Community Commons). This position will be in the office Tuesday through Thursday, with the option to work from home on Mondays and Fridays. Working from home on Mondays and Fridays is not guaranteed, however, depending on each week's work.

## Physical Requirements

- Required to sit for extended periods in meetings and at a desk.
- Occasionally lift up to 20 pounds.
- Reasonable accommodations may be made to enable an employee to perform the essential functions.

# **NAYA Family Center** | Position Description: PACE Manager

## **Travel for Work**

This position will require occasional travel (at least 1 day/week) to NAYA's main campus (Portland, Oregon) for team, department, and organization-wide events. Typically, you will use your vehicle and be reimbursed for mileage, although sometimes a NAYA vehicle can be used for local travel.

## **Safety Considerations**

There are no safety considerations outside those associated with a typical office role.

## **Driving Record and Criminal History**

1. Valid Oregon or Washington driver's license and ability to be insured under NAYA's liability insurance policy, i.e. no more than one major driving violation in the last three years.
2. Successful completion of a background investigation, including a fingerprint criminal history check. See a list of disqualifying convictions [here](#).