



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

Position:	Academic and Enrichment Coordinator
Department/Program:	Youth and Education Services (YES): Culture, Education, and Wellness Program
Compensation:	\$25 – \$27 hourly
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes fourteen paid holidays per calendar year. NAYA also provides medical, dental, vision insurance and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Full-Time, Non-Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Culture, Education, and Wellness Manager
Job Location:	Portland, OR
Revised:	June 2024

Position Description:

As a member of NAYA’s Culture, Education, and Wellness team, the Academic and Enrichment Coordinator develops and facilitates out of school programming throughout the school year as well as during spring/summer breaks for youth in 2nd – 8th grade. During program planning and service delivery, the staff person works directly with additional program coordinators and relevant staff to deliver consistent out of school programming options for youth.

Essential Functions:

- Organize and maintain staffing and curriculum for weekday school year out of school programming as well as spring and summer camp programming primarily for 2nd – 8th grade aged youth (at times, high school youth will be served),
- Build and maintain partnerships with schools, community partners, and social services organizations with the goal of expanding access to and improving NAYA youth programs
- Utilize social media (Facebook, Instagram, YouTube) to communicate with families in addition to other web-based applications to organize programming and communication (examples include Signup Genius, Microsoft Forms, Google Forms, Survey Monkey, Linktree, etc.)
- Use the principals of the Relational Worldview Model to ensure students create and fulfill out of school Goal Plans that include but are not limited to utilizing targeted academic support, cultural arts, and wellness activities
- Create and maintain youth electronic and paper files that include relevant records needed to support the student in achieving the above goals and outcomes (including, but not limited to, daily attendance in Efforts to Outcomes/ETO) in order to generate progress reports and maintain grant reporting documentation

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- Coordinate volunteers, connecting them to students participating in on-site programming; this includes standing partnerships with Portland State University's Capstone Program

Additional Duties:

- Additional Academic and Enrichment Program Coordinator Duties:
 - Coordinate and, when applicable, provide direct client assistance and transportation, within grant parameters
 - Staff Culture, Education, and Wellness programming including events, workshops, and more
 - Participate in and contribute to the Culture, Education, and Wellness team
 - Support grant and report writing by sharing relevant program information from Culture, Education, and Wellness programs, ensuring data is entered consistently, and preparing student success stories
- Other duties as assigned by Culture, Education, and Wellness Manager
- 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), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - Participate in trainings and 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 departmental 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 degree in education, Public Administration, Communications, Social Work or similar field
 - Current or previous teaching experience preferred
 - A combination of equivalent education and experience may be an acceptable substitute
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required
- Knowledge of the principles of trauma informed care and the concepts of the Relational Worldview Model (RWM) as NAYA's primary service delivery model
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the Urban Indian experience required

Experience:

- Experience working within diverse populations, specifically with the urban and reservation-based Native American population, including working within a tribe, board, or other organization, strongly preferred
- Two (2) years' experience in educational support, after school or out of school time programs, and/or youth development with low income and culturally diverse populations preferred
- Ability to apply an understanding of mental health issues occurring in childhood to clients
- Demonstrated ability to tutor, lead educational activities and/or teach youth in grades 2 - 8
- Demonstrated ability to implement and evaluate programs
- Ability to assist with management of grants, including grant writing, reporting and evaluation
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through)

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Certifications/Credentials:

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

Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to collaborate with others as an active and productive team member and team leader (including staff members, community volunteers, and program participants)
- Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to facilitate and organize staff development opportunities, including creating and conducting employee trainings
- Exceptional written communication skills, including preparing publications that are error-free, and applying highest standards of integrity to document composition
- Exceptional verbal communication skills, including persuasive oral communication, developing and leading public presentations, and engaging in active listening
- Proficient computer skills including:
 - Web-based research
 - Microsoft Office Suite
 - Database use
 - Email
 - Social Media Apps: Facebook, Instagram, YouTube

Work Environment:

80% office/classroom/remotely, 20% outside office including travel time. 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 is required to walk around campuses, which sometimes have steep terrain, and be physically capable of supervising active students
- 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.*

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

Safety Considerations: Some travel may be required.

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Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regimen) before start date.

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
2. A current Resume

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 of 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:

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