



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”.

Human Resources Partner and Recruiter

Department/Program	Office of the Chief Operating Officer (COO); Human Resources
Compensation	\$75,000 – \$80,000/year
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.
Employment Status	Regular, Full-Time, Exempt
Hours	NAYA work hours are 9 am-6 pm
Supervises	No supervisory responsibilities
Reports To	Human Resources Manager
Job Location	5135 NE Columbia Blvd, Portland, OR
Created/Revised	September 2024

Position Description

This role is responsible for providing the full spectrum of HR services including recruiting, onboarding, retention, compensation, benefits, employee relations, and HR information technology. The purpose of the role is to provide a skilled and effective workforce, and a safe and inclusive working environment.

Job Responsibilities

- Foster good communication across the organization. Be a role model for honest, compassionate, and timely communication.
- Get to know every job and every employee.
- Provide HR coaching and counseling to employees and leaders alike. Be an advocate for both.
- With the HR Manager, split the recruiting work. Provide an exceptional candidate experience from application to offer. Conduct phone screens and reference checks independently. Drive the interview and offer process.
- Serve as a DEI champion on all of your hiring teams. Ensure your candidate pools are robust. Help your hiring teams defeat bias in the recruiting process.
- Act as a talent advisor through creative thinking and collaboration. Refer candidates between openings. Keep strong candidates engaged when there is not yet an opening that matches their skill set.
- Lead NAYA onboarding. Ensure the job offer, background check and onboarding processes are simple and speedy.
- Become a super user of NAYA’s HRIT, Paylocity.
- With the HR Manager, help NAYA convert HR from circulating forms to conducting transactions/approvals within Paylocity. Help make HR processes simpler and speedier for employees and managers.

NAYA Family Center | Human Resources Partner and Recruiter

- Support NAYA's benefits programs. Help conduct annual Benefits Open Enrollment and assist employees in fully utilizing their benefits.
- With the HR Manager, develop a set of meaningful HR metrics and report on them each quarter.

Additional NAYA Family Center Responsibilities

- Understand and adhere to confidentiality
- Support the coordination of wraparound services with other NAYA programs
- Input data and maintain NAYA's HRIS and other contractually required information databases
- Attend and fully participate in trainings and meetings
- Represent NAYA with professionalism at community events and other public relations opportunities
- Work as an active member of the department team
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned by the HR Manager

Qualifications

Experience

- You have worked in an HR or Recruiter role for at least four years
- Ideally, you have lived or work experience in the Native community

Skills

- You understand that HR work is detailed work. You sweat the details.
- You can connect authentically with the widest range of people. You are an expert at helping people feel included.
- You love technology and ideally, you are a super user of your HRIT and ATS.
- You are an exceptional project manager. You always have a plan, and you always meet your deadlines.
- You like being busy and having a long and interesting To Do list. You aren't thrown off when there is a lot to do.
- You know that you can't do HR without getting out from behind your desk. In your current role, you get around, attending all of the celebrations and meetings. You know your people and you know their jobs.
- You are not afraid to have difficult conversations. You know that difficulties between people don't go away by themselves, so you walk towards problems.
- 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 are known for bringing order to your team's work. You are a systems thinker and are always figuring ways to get the work done faster and with fewer errors.
- 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 Environment

This is primarily an office role, however work in the evening and weekend is occasionally required (perhaps once per month, on average) because the HR team will attend many NAYA community events. This role will work primarily in the NAYA Family Center although working from home occasionally (but not regularly) is acceptable.

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 or move up to 20 pounds.

NAYA Family Center | Human Resources Partner and Recruiter

- 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.

Safety Considerations

There are no safety considerations outside those associated with a typical office setting with significant offsite meetings.

Other Requirements

- 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.
- Successful completion of a background investigation, including a fingerprint criminal history check. See a list of disqualifying convictions [here](#).
- Must be fully vaccinated (or seek an exemption) for COVID-19 within 45 days of start date.
- 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
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