



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:	Two Spirit Programming Coordinator
Department/Program:	Youth and Education Services (YES)
Compensation:	\$27 - \$29/Hourly
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, 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:	Director of Youth and Education Services
Job Location:	Portland, OR
Created/Revised:	Revised September 2024

Position Description:

Two Spirit Programming Coordinator curate’s connections for youth within the Two Spirit LGBTQIA+ in the Native American/Alaska Native community including pro-social group facilitation, comprehensive reproductive health education, violence prevention work, connecting youth and their families to NAYA’s services and other community resources as appropriate and more. NAYA aims to uplift and support Two Spirit youth, in feeling valued, seen, understood, and connected to their cultural identities and communities. Two Spirit Programming Coordinator collaborates with NAYA staff and community partners to build a network of support for holistic, culturally, and trauma informed wraparound coordination for 2SLGBTQIA+ youth. The coordinator will center youth voice and leadership in program development and implementation.

Essential Functions:

- Community building with Two Spirit young people to create a safe space with and for them
- Facilitate the Two Spirit Safe Space Alliance (TSSSA) with the goal of developing youth leadership for a youth driven group
 - a. Intergenerational Two Spirit Activities to support youth with role models and natural mentors
 - b. NAYA Many Nations Academy support
 - c. Portland Metro area TSLGBTQIA+ support
 - d. Youth from all Youth and Education Services programming including (but not limited to) Youth Housing Services, College and Career Center, after school Learning Center, and out-of-school time activities including seasonal camps
- Provide information and connection to NAYA’s Wrap Around Services such as Youth Housing Advocacy, College and Career Center, After School Programming
- Maintain community engagement and resource sharing through Instagram, email, text, and phone communication
- Planning monthly gatherings for Two Spirit youth, virtually and in-person safely
 - a. Event Planning, including NAYA’s annual Queer Prom

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- b. Cultural Art and other culturally centered Activities
- c. Some overnight trips for university trips or Two Spirit Gatherings
- Mentoring Two Spirit youth as an additional support to NAYA's Wrap Around Services
- Outreach and Recruitment of Two Spirit youth into NAYA
- Community Advocacy work and connection within the Native American/Alaska Native Community and the TSLGBTQAI+ community

Additional Duties:

- Additional Two Spirit Programming Coordinator Duties:
- Other duties as assigned by the department director
 - Programming deliveries, as needed
 - Client Assistance
 - Seasonal Programming activities during Spring Break and Summer Camp Rise
- 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/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 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, and one year of advocacy work experience and/or a combination of equivalent education and experience may be an acceptable substitute
- 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

Certifications/Credentials:

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

Experience:

- Lived or worked experience within diverse populations, specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization strongly preferred
- Lived or worked experience in the Two Spirit LGBTQIA+ community
- Experience working with youth, TSLGBTQIA+ youth and/or Native American Alaskan Native youth
- Demonstrated community building skills, project management and relationship management
- Demonstrated ability to facilitate conversations between family members in support of Two Spirit Youth

Skills:

- Ability to model healthy and positive communication with young people of ages 8-24
- Ability to deal with different people and situations appropriately, including but not limited to effective communication with people from diverse backgrounds, school administrators, teachers and parents
- Communication skills, active listening, verbal and written, including public presentation skills

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- Proficient computer skills including:
 - Web-based research
 - MS Excel
 - Database use
 - Email

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 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

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 driver's license)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [here](#) for more information)
3. Must be fully vaccinated for COVID-19 within 45 days of start date
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
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.

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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