



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”.

Community Development Support Specialist

Department/Program	Community Development
Compensation	\$25 to \$27/Hour
Employment Status	Regular, Full-Time, Non-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 6 pm with a one-hour unpaid lunch. Required community events and meetings may occasionally take place after hours or on weekends.
Supervision	This role has no supervisory responsibilities
Reports To	Community Development Director
Job Location	5135 NE Columbia Blvd, Portland, OR 97218
Created/Revised	October 2024

Position Description

The Community Development Support Specialist provides critical administrative support to NAYA’s Community Development (CD) Department including its community engagement, housing development and economic development programs. This position works closely with CD leadership to implement department-wide initiatives, including creating standardized operating procedures, systems for critical document storage and retrieval, tracking of work plan activities, coordinating professional development trainings, department meetings and retreats, and fostering a positive workplace culture. This position also provides logistical and administrative support to programs within the department, including scheduling meetings, taking minutes/notes, and completing paperwork. We are looking for someone who can effectively project manage multiple tasks and timelines, likes creating and improving systems and procedures, has excellent administrative and organizational skills, and can make important connections across multiple programs.

Essential Functions:

- Provide administrative support to department leadership including but not limited to preparing meeting agendas, taking minutes/notes, summarizing critical information, scheduling, editing documents, completing critical paperwork, among other support role tasks.
- Create, organize, and maintain department systems for document storage and tracking on SharePoint/Teams and Office 365 applications.
- Support CD Director and leadership team with department wide initiatives such as planning department retreats, department events, professional development opportunities, and help to coordinate employee onboarding.
- Provide communications support to programs including creating flyers, using social media tools, writing short stories, and publishing electronic newsletters.

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- Support reviewing quarterly and annual reports and track successes and challenges of our programs and services, internally for contract monitoring and compliance.
- Collaborate with the leadership team to align efforts and initiatives across various programs.
- Support CD leadership team with event coordination and planning for large community events.
- Create executive/high-level summaries of important documents to highlight key points for leadership.
- Work collaboratively with NAYA's communications team to help share successes and needs.
- Translate complex information into useful and easy to understand visuals and tools for staff.

Additional NAYA Family Center Responsibilities

- Understand and adhere to client confidentiality.
- Other duties as assigned by the Community Development Director.

Qualifications

Experience

- Minimum 3 years of experience in program or office administrative support.
- Experience working within diverse populations (with the urban and reservation Native American population, including working within specifically a tribe, board, or other organization) strongly preferred.
- Experience using Microsoft Office Suite, including SharePoint and Microsoft Teams required, and experience managing these systems strongly preferred.
- Knowledge of Native American history and understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.

Skills

- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution.
- Strong ability to discern between critical and extraneous information.
- Ability to meet multiple deadlines by applying strong organizational and time management skills
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems by often having to ask for additional context and critical information
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Strong communication skills, verbal and written, and active listening skills
- Flyer/marketing and graphic design skills a plus
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Excellent computer skills and general tech savviness.
- Has the ability to independently fill in tech-related knowledge gaps.

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.*

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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.

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