



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”.

Reimagining Justice in Cully – Project Coordinator

Department/Program	Community Development/Community Wealth Building Team
Compensation	\$60,000 - \$65,000 per year
Employment Status	Regular, Full-Time, 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, Monday through Friday with a one-hour unpaid lunch. Community events and meetings may occasionally take place after hours or on weekends.
Supervision	This role does not have supervisory responsibilities
Reports To	Our 42nd Avenue District Manager
Job Location	NAYA Saxali Office at 4636 NE 42 nd Avenue, Portland OR
Created/Revised	October 2024

Position Description

[NAYA Family Center](#) seeks a collaborative community organizer or leader to be our Reimagining Justice in Cully Project Coordinator. This is a highly visible and highly collaborative role. The [Reimagining Justice in Cully Project](#) aims to convene members of the Cully neighborhood, law enforcement and local government to explore alternative approaches to public safety to address lower level crimes in a manner that reflects the needs and values of the community.

Responsibilities

- Serve as a member of the Reimagining Justice Leadership Team. Act as project coordinator for the RJC project, setting plans and timelines and helping others to meet their project commitments.
- Work closely with NAYA leadership. Keep NAYA leaders informed routinely and seek their input. NAYA leadership will take an active role in this project.
- Develop strong relationships with project partners, including Multnomah Commissioners and community organizations. Facilitate regular communication and coordination between project partners to ensure smooth implementation and progress towards project goals.
- Develop a community outreach plan to reach Cully residents and community members who have not been heard from before.
- Utilize a human-centered design approach to engage Cully residents in identifying priorities and crafting community led solutions.
- Facilitate community engagement activities such as meetings, workshops, and focus groups. Be creative and design new engagement activities.

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- Establish mutually respectful relationships between yourself and members of Portland Police Bureau.
- Ensure alignment with the [Transforming Justice Project](#) core strategies and objectives.
- Provide regular updates and reports to the Reimagining Justice Leadership Team, NAYA leadership, and other stakeholders.

Additional NAYA Family Center Responsibilities

- Understand and adhere to client confidentiality.
- Other duties as assigned by the Our 42nd Avenue District Manager

Qualifications

Experience

- You have at least two years' experience in community organizing, community development, or justice reform.
- You have lived or work experience with historically marginalized/historically resilient communities.
- Ideally, you have a strong connection to the Cully community.
- Ideally, you have experience with justice system reform and community safety. You understand how racial equity issues intersect with these.
- Experience working with police is not required, but is helpful. You must be able to hold space for police participants, bringing them back into the conversation so that community wounds can heal.
- If you speak another language, it's a plus.

Skills

- You have had strong partnerships with your previous supervisors. You know the importance of keeping your supervisor informed of your progress and your challenges. You don't go it alone.
- You have experience facilitating group meetings. You aren't afraid of facilitating a meeting where participants share strongly held views. You are an expert at helping people feel heard.
- You have experience working with groups of community partners. You are able to honor differences while at the same time moving everyone towards agreements and recommendations.
- You enjoy writing and know that it is a powerful tool for convening people, launching programs and securing funding. You have experience writing reports and recommendations that are compelling.
- You are an exceptional project manager. You create written project plans, including milestones and due dates. Your strong project management skills help partners to complete their work on time.
- You know that you can't do community work without getting out of your office. It's easy and enjoyable to attend all the 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 are patient and persistent. You are not rattled by delays.

Physical Requirements

This role is required to carry materials and equipment (not greater than 20 lbs) to community meetings. This role will often set up meeting spaces, moving tables and chairs.

Travel for Work

This position travels weekly to meetings across the Cully neighborhood and occasionally downtown Portland.

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Safety Considerations

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

Work Environment: This will be a hybrid position. 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.

Other Requirements

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 [here](#) for more information)
3. Must be fully vaccinated (or seek an exemption) 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. 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