



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:	Student Success Specialist
Department/Program:	Youth and Education Services Department; College & Career program, Culture Education and Wellness program
Compensation:	\$25.00 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 10am-7pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	College & Career Readiness Manager
Job Location:	Portland, OR
Created/Revised:	November, 2024

Position Description:

The Student Success Specialist plays a vital role in supporting youth enrolled in NAYA’s Learning Center and College and Career Center programs. This position focuses on fostering academic growth, decreasing barriers to education, and oversees the consistent intake and enrollment for both programs and helps maintain data accuracy by monitoring entries for consistency and completeness, and collaborating with team members to address any discrepancies or gaps. A key responsibility is introducing 8th-grade students to the College and Career Center, helping them transition into the program that serves youth from 9th grade through age 24. Additionally, the Education Program Specialist leads literacy programming to enhance students' reading and writing skills and is responsible for transporting youth to and from the NAYA Family Center.

Essential Functions:

- Support Learning Center programming:
 - Engaging youth participation by providing afterschool tutoring
 - Lead literacy programming activities to enhance students’ reading and writing skills, utilizing age-appropriate resources and tailored support.
 - Collaborate with other staff to integrate literacy goals into overall program objectives and monitor student progress in literacy skills.
 - Support transportation to/from Learning Center, as needed
- Support College and Career Center programming:
 - Introduce 8th-grade students to College and Career Center programming, supporting their transition into high school and providing early exposure to college and career readiness resources.
 - Develop relationships with students to foster engagement and build continuity as they move into the program
 - Support transportation to/from College Nights

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- Data Quality & Accuracy:
 - Oversee the intake and enrollment process for the Learning Center and College and Career Center, ensuring a smooth and consistent experience for new students.
 - Serve as a key point of contact for students and families during enrollment, offering guidance and addressing questions.
 - Assist in maintaining data accuracy by periodically reviewing data entries for consistency and completeness.
 - Collaborate with team members to address and resolve any discrepancies, ensuring reliable and accurate record-keeping for program tracking.

Essential Functions continued:

- Support the planning and coordination of special events, workshops, camps or family nights related to the Learning Center and College and Career Center programs.
- Collaborate with other team members to identify resources or activities that align with students' academic and personal growth.
- Completing vehicle and fuel logs, inspections, and refueling in accordance with NAYA Family Center policy
- Gather feedback from students and families about the program experience and share insights with the program team.
- Help manage schedules for program activities, coordinating with other staff to ensure smooth program operations.

Additional Duties:

- Other duties as assigned by the College & Career Readiness 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/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:

- High School Diploma or equivalent required
- Associate's degree or higher preferred
 - 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 Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred

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- Six (6) months or more of experience providing academic support and/or mentoring services preferred

Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 65% office/classroom/remotely, 35% 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. 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, if they haven't already

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

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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 submit application materials via the links on our website or 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