**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”.*

### Financial Wellness Coordinator

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| **Department/Program** | Community Development/Community Wealth Building Team |
| **Compensation** | $60,000 to $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 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 Wealth Building Manager |
| **Job Location** | 5135 NE Columbia Blvd, Portland, OR |
| **Created/Revised** | October 2024 |

**Position Description**

NAYA Family Center seeks a community oriented, culturally connected social services or financial counseling professional to join our Community Wealth Building team. This role will provide individual and group financial wellness coaching and will administer savings assistance through [Oregon’s Individual Development Account (IDA) program](https://www.oregonidainitiative.org/). The role will forge strong connections with the Native American, Latino/a and Black communities in the Portland metro area, with a strong emphasis on reaching Native people.

**Responsibilities**

* Deliver 1:1 and group financial wellness counseling to clients to help them meet their financial goals.
* Take training with the [First Nations Development Institute](https://www.firstnations.org/) and [OWEESTA](https://www.oweesta.org/) to learn their models for financial wellness training.
* Connect with Native American, Latino/a and Black communities to recruit program participants, with a strong emphasis on reaching Native people. Develop an outreach strategy to promote program enrollment and visibility.
* Pilot NAYA’s IDA debt repayment program by establishing program protocols and practices that are simple, clear and in compliance with regulations.
* Support two Individual Development Account (IDA) goal pathways for clients. NAYA currently offers six specific savings goal pathways: small business, homeownership, home repair, debt repayment, rental and education.
* Use good case management practices with all of your clients, staying in touch at least twice a month through phone or text communications. Conduct daily data entry to record all of your interactions with your clients.
* Facilitate monthly in person financial wellness and homeownership classes from a culturally specific lens, incorporating relevant examples and ideas from Native culture.
* Provide individual financial wellness coaching and build individual work plans with clients.
* Forge new connections with community-based organizations, nonprofits, and other programs to make contact with potential clients.
* Establish strong connections to Native people and Native communities in the Portland metro area.
* Integrate culturally relevant practices into all aspects of your program.

**Additional NAYA Family Center Responsibilities**

* Understand and adhere to client confidentiality.
* Other duties as assigned by the Community Wealth Building Manager

**Qualifications**

Experience

* You are a social service or financial professional with experience counseling clients. It is a bonus if you have helped clients with debt management, credit management, budgeting, savings or homeownership preparedness.
* You have lived or work experience in the Native, Latino/a or Black communities and ideally, you have connections to organizations that serve these communities in the Portland metro area.
* Ideally, you have facilitated workshops or classes, and you enjoy being at the front of the room.
* Ideally, you have experience managing a caseload of clients. You are detail oriented, and you have superb follow up.
* 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 at it alone.

Skills

* You are an excellent coach. You are adept at providing positive as well constructive suggestions and empowering options. You aren’t afraid to have difficult conversations and are able to navigate them with kindness, respect, and grace.
* 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 always meet your deadlines. You are an on-time person. You don’t let your team or your clients down.
* You don’t mind cold calling to establish connections with potential clients and partners.
* You are self-aware. You listen well and center others. You are generally OK making mistakes and taking responsibility for them.
* You don’t hesitate to roll up your sleeves and pitch in, even when it’s not your job.

**Physical Requirements**

There are no physical requirements outside of those associated with a typical office setting.

**Travel for Work**

This position travels occasionally within the Portland metropolitan area to meet with potential clients and partner organizations.

**Safety Considerations**

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

**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 a list of disqualifying convictions [here](mailto:https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf).
3. Must be fully vaccinated (or seek an exemption) for COVID-19 within 45 days of start date.