



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218
P (503) 288-8177 | F (503) 288-1260 | www.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:	Cully Business Development Coordinator
Department/Program:	Community Development
Compensation:	\$60,000 - \$65,000, depending on experience
Employment Status:	Regular, Full-Time, Non-Exempt
Benefits:	NAYA recognizes 14 paid holidays per fiscal year. Additional paid time off includes accruals of sick and vacation hours; vacation time is based on tenure with the agency. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment and NAYA will match employee contribution to their 401K, up to 6%.
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:	Community Development Manager
Job Location:	Portland, OR
Created/Revised:	March 2025

Position Description:

The Cully Business Development Coordinator must be passionate about supporting Cully-based entrepreneurs and small businesses, primarily Native American, African American and people of color owned businesses. This position will work closely with the Cully Boulevard Alliance (CBA), and Our 42nd Avenue (O42A) programs to develop place-based programming, increase the success of businesses in Cully, and build community wealth for the neighborhood. This position will provide one-on-one technical assistance, connect business owners to critical resources, and serve as the primary liaison to businesses connected to CBA and O42A. The position will work with NAYA’s Business Development team, under the supervision of the Community Development Manager, to assist clients in growing and supporting their business, as well as additional NAYA programs and services.

Essential Functions:

- Serve as primary contact point for Cully based businesses, focusing primarily on businesses associated with CBA and O42A.
- Provide comprehensive one-on-one technical assistance and support to clients in various stages of business development. Key responsibilities include guiding startups through market validation, financial viability, and regulatory compliance; performing financial analysis; supporting business owner stability through resource referrals.
- Connect business owners to critical resources, professional networks, business mentors, and business/networking opportunities.
- Support recruitment and retention efforts of small business clients, primarily targeting Native, Black, and People of Color-owned businesses.
- Encourage, support, and coach clients through their business journey/venture.

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- Write narrative progress reports, document client progress, successes and challenges and track data.
- Conduct community outreach at a variety of business-related events.
- Maintain positive partnerships and relationships with key contacts in the economic development community, public and private sector organizations and other key stakeholders.
- Responsible for planning, coordinating, and hosting business mixers to foster networking opportunities and relationship building among local businesses. This includes managing all aspects of event logistics, developing engaging programs, and making a positive experience for all participants.

Additional Duties:

- Meet multiple deadlines and workload demands by applying strong organizational systems and efficiently managing time.
- 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 in two databases: Efforts to Outcomes and Outcome Tracker
- 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 the Community Development department
- Participate actively in cross-departmental team projects.
- Contribute to fostering a safe and secure environment for community members and staff.
- Explore opportunities for land development in Cully.
- Build workforce development opportunities.
- Other duties as assigned.

Qualifications:

Education & Training:

- Bachelor's degree in Business, Finance, Accounting, Marketing, Economics, or similar field; or
- Four years' experience successfully managing a small business.

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), First 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.
- 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.
- Experience working in finance and/or financial analysis.
- Knowledge/experience working with small/start-up businesses.
- Demonstrated ability in project management/coordination.
- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution.
- Experience operating and/or running a retail store.

Skills:

- Comfortable speaking in large groups or with individuals.
- Organized self-starter and motivated

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- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds.
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills.
- 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: 50% office, 50% 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 may be required to sit, stand, or walk for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- The employee may occasionally be required to bend, kneel, and go up and down stairs.
- Manual dexterity is needed for usage of computers, phones, and copy machines.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center’s liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check)

Application Procedures: Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs>.

Please send application materials to:
Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
E-mail: jobs@nayapdx.org