



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 Economic Development Coordinator
Department/Program:	Community Development
Compensation:	\$60,000 - \$65,000, depending on experience
Employment Status:	Regular, Full-Time, Exempt
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes fourteen paid holidays per calendar year. 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.
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:	Cully District Manager
Job Location:	Portland, OR
Created/Revised:	February 2025

Position Description:

As part of Our 42nd Avenue and the Cully Boulevard Alliance, The Cully Economic Development Coordinator will support community-driven economic development initiatives in the Cully neighborhood. Both organizations are part of Prosper Portland’s Neighborhood Prosperity Network, which seeks to build economic opportunities in historically underrepresented communities.

This role will focus on strengthening local businesses, increasing employment opportunities, and enhancing commercial real estate to foster an inclusive and thriving local economy. The coordinator will collaborate with small business owners, workforce development partners, and community stakeholders to implement programs that align with the values and priorities of the community.

Essential Functions:

- Develop and implement projects that improve commercial spaces, public areas, and neighborhood livability.
- Build relationships with community members, businesses, and local organizations to understand economic needs and priorities.
- Provide technical assistance, resources, and networking opportunities to local businesses and entrepreneurs.
- Supports business development efforts by providing resource navigation and referrals to business technical assistance providers.
- Assist in Cully Tax Increment Financing (TIF) implementation, district improvement planning, and inter-organizational efforts for inclusive economic development.
- Contribute to business recruitment and retention efforts.

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- Connect job seekers with local employment opportunities and workforce development programs.
- Work with community partners to ensure workforce development efforts meet the needs of Cully residents.
- Connect clients to professional networks, business mentors, and networking opportunities.
- Conduct community outreach at business-related events.
- Maintain relationships with key economic development stakeholders, including public and private sector.
- Develop and maintain data systems to track the program metrics, including commercial lease stability, entrepreneurship participation, job creation, and business retention.

Additional Duties:

- Research and track commercial real estate trends, including available properties for sale or lease.
- Input and maintain data in the HubSpot Database
- Participate in trainings and/or meetings to support program outcomes.
- Represent NAYA with professionalism at community events and other public engagements.
- Collaborate across departments to support Community Development efforts.
- Help explore opportunities for land development in Cully.
- Build workforce development opportunities in partnership with PCC Workforce.
- Contribute to fostering a safe and secure environment for community members and staff.
- Perform other duties as assigned.

Qualifications:

Education & Training:

- Bachelor's degree in business, urban planning, community development, or a related field

Certifications/Credentials:

- Certification (or ability to obtain certification) in Cardiopulmonary Resuscitation (CPR), First Aid, and Automatic External Defibrillator (AED)

Experience:

- Experience working within diverse populations - preferably in collaboration with other organizations, strongly preferred
- Knowledge of culturally diverse histories and an understanding of the experiences of various communities, such as Indigenous peoples, immigrants, and other historically underrepresented groups.
- Experience working in finance and/or financial analysis, or small business/start-up support.
- Knowledge and experience in commercial property management and retail operations.
- Demonstrated ability in project management, coordination, and business operations.
- Strong interpersonal communication, collaboration, and conflict resolution skills.

Skills:

- Strong organizational skills with the ability to take initiative and prioritize tasks effectively.
- Comfortable speaking in large groups and engaging with individuals from diverse backgrounds.
- Strong communication skills, including active listening, verbal and written communication, and public speaking.
- Ability to develop and maintain relationships with culturally diverse communities.
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - Microsoft Excel
 - Database use
 - Email communication

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 for extended periods of time.
- The employee must occasionally lift and/or move up to 50 pounds, along with additional commercial property maintenance duties
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Equipment Used: Computer, phone, copy machine.

Safety Considerations: There are no safety considerations outside those associated with a typical commercial property maintenance role. 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: Email a resume and cover letter to jobs@nayapdx.org. If you need accommodation during the application process, please note this in your email.

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 submit application materials via the links on our website or send application materials to:

Attn: Human Resources
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