



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”.

Cully Farmers Market Specialist

Department/Program	Community Development/Economic Development Team
Compensation	\$25/per hour
Employment Status	Regular, Part-Time, Non-exempt
Benefits	Part-time employees accrue Oregon Sick Time (OST) and Paid Time Off (PTO) based on hours worked.
Hours	Tuesday through Thursday, 20 hours a week; During the Cully Farmer’s Market Season (June – August), Thursday will be an 8-hour day.
Supervision	This role does not have any supervisory responsibilities.
Reports To	Community Development Manager
Job Location	NAYA Saxali Office at 4636 NE 42 nd Avenue, Portland OR
Created/Revised	January 2025

Position Description

[NAYA Family Center](#) seeks a collaborative community organizer for the Cully Farmer’s Market (CFM). This is a highly visible and collaborative role. The Cully Farmer’s Market Specialist aims to organize farmer’s market vendors in the Cully neighborhood and surrounding areas to sell at a seasonal neighborhood farmers market once a week.

Responsibilities

- Set up and manage logistics for weekly market events, ensuring smooth operations and vendor support.
- Oversee applications and reporting for other financial assistance programs like SNAP, WIC, Veggie Rx, Double Up Food Bucks in partnership with NAYA, the finance team and Oregon Farmer’s Market Association (OFMA) affiliates.
- Maintain the token program to enhance accessibility for all community members.
- Coordinate NAYA’s Garden Program and manage other outside partners that contribute to the farmer’s market.
- Support grant reporting efforts in collaboration with the Community Development Manager
- Develop and implement support programs for vendors, including access to grants and educational resources.
- Update vendor manuals and applications, ensuring compliance with federal laws.
- Lead communication strategies to increase market visibility and engagement in the Cully neighborhood.
- Develop and maintain an active social media presence (e.g. Facebook, Instagram) and ensure the CFM website promotes positive user experience and accessibility.
- Recruit and retain vendors, review vendor applications for legal compliance, and maintain consistent communication with vendors.

NAYA Family Center | Cully Farmers Market Specialist

- Stay up to date on current state regulations to ensure compliance with local law and regulations affecting the market
- Other duties as assigned by the Community Development Manager.

Qualifications

Experience

- You have at least two years' experience in farmers market coordination, community organizing, or community development.

Skills

- Strong collaboration and communication skills, maintaining transparency with supervisors, vendors, and community partners.
- Experience engaging with diverse community groups and navigating differing perspectives.
- Strong writing skills for program documentation, grant reporting, and recommendations.
- Excellent organizational and time management skills with a solutions-based mindset.
- Adaptability and problem-solving skills to manage changing priorities.

Work Environment: 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

- Ability to lift and carry up to 40lb during market set up and operations.
- Ability to stand, sit, bend, reach, and walk for extend periods periods.
- Comfortable working outdoors in varying weather conditions.

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

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](#).

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.

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

NAYA Family Center | Cully Farmers Market Specialist

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