



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”.

Community Engagement and Policy Director

Department/Program	Community Engagement, Advocacy, and Policy
Compensation	Starts at \$125,000
Employment Status	Regular, Full-Time, Exempt
Benefits	Medical, dental, vision and life insurance and flexible spending accounts. 14 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure. Employees may enroll in a 401K retirement plan after 3 months of employment and NAYA will match employee 401K contribution up to 6%.
Hours	Working hours are generally 9am-6pm with a one-hour unpaid lunch. Some events and meetings occasionally take place after hours or on weekends
Supervision	Supervises a team of 4 FTE team
Reports To	Chief Executive Officer
Job Location	Portland, OR – hybrid schedule after successful onboarding.
Created/Revised	April 2025

Position Description

The Native American Youth and Family Center (NAYA) seeks a dedicated and experienced leader to serve as our Community Engagement and Policy Director. This leadership role will guide and inspire strategic vision and successful execution of our community engagement, leadership development, policy, and advocacy work. The Director leads a team who implements community-led programming, like the Portland Youth and Elders Council, in Oregon and SW Washington. This role also provides oversight of our leadership development programs and advocacy and policy teams. The role leads the NAYA Action Fund’s (501c4) power building and civic engagement programs and aligns, and differentiates if necessary, efforts with the Family Center’s (501c3) programs.

Essential Functions

Leadership and Team Development

- Recruit, mentor, and empower a high-performing team and consultants
- Foster a culture of collaboration, innovation, and accountability within the department
- Oversee staff performance, professional development, and departmental goals
- Partner with C-Suite leadership to develop and implement annual work plans and budgets
- Oversee implementation of leadership development programs

Coalition Building and Community Engagement

- Lead advocacy and policy efforts working closely with the board, organizational leadership, staff, and the Native community
- Provide clear policy analysis and strategic recommendations
- Lead Portland Indian Leaders Roundtable (PILR) advocacy priorities
- Nurture existing and cultivate new partnerships to expand advocacy and coalition efforts

NAYA Action Fund

NAYA Family Center | Community Engagement and Policy Director

- Manage partisan and non-partisan electoral power building and advocacy throughout Oregon and Washington
- Lead agenda planning and board materials for NAYA Action Fund board meetings
- Write grants and reports to sustain the NAYA Action Fund (c4) and Family Center (c3) programs
- Partner with C-Suite leadership to develop donor cultivation and unrestricted giving for the NAYA Action Fund

Communications

- Work with consultants, staff, and organizational leadership to shape and execute external communications for the C4 and C3's advocacy and policy programs
- Oversee the creation of compelling content for the Action Fund's website, social media, newsletters, videos, and print materials consistent with NAYA's mission and approach
- Lead thoughtful communications with partners, funders, policy makers, elected officials, and community
- Maintain transparent and ongoing communication with staff, partners, and Action Fund board

Additional Duties

- Represent NAYA professionally at all community events and external engagements
- Participate as an active member of NAYA's leadership team and actively lead organizational projects
- Understand and adhere to client confidentiality and support the coordination of wraparound services with other NAYA Family Center programs and staff
- Other duties as assigned by the CEO

Qualifications

Education & Training

- Bachelor's degree in nonprofit management, public policy, Native American studies, or a related field preferred (equivalent educational and professional experience will be considered)
- Knowledge of Native American history, culture and the local urban Native community strongly preferred
- Five or more years of proven advocacy and policy successes, with at least 2 years in leadership roles preferred

Experience

- Experience collaborating and working with elected officials and policy makers
- 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
- Experience navigating county and statewide policy landscapes
- 501c4 experience preferred
- Experience with Every Action, Voter Activation Network, Bill tracker, or similar systems preferred

Skills

- Proven ability to effectively lead teams, develop leaders, manage employees with different strengths and abilities, communicate effectively with people from diverse backgrounds
- Excellent interpersonal communication, collaboration, conflict resolution
- Proven persuasive communication skills including excellent writing, editing and research abilities
- The ideal candidate is self-reliant, results-oriented, energetic, flexible, collaborative, and proactive
- Strong communication skills including active listening, verbal and written, public speaking and visual design
- Excellent computer skills including using Microsoft tools

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. Occasional travel to Salem, SW Washington and Olympia is required.

Physical Requirements

NAYA Family Center | Community Engagement and Policy Director

- 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: Occasional travel to Salem and SW Washington is 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 which requires an Oregon or Washington driver's license.
2. Successful completion of a background investigation, including a fingerprint criminal history check. See a list of disqualifying convictions [here](#).