



## Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, Oregon 97218  
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

### Native American Youth and Family Center Job Announcement

**The Native American Youth and Family Center (NAYA)** serves self-identified American Indian and Alaska Native youth and their families in the Portland metropolitan area. Founded in 1974, NAYA provides a continuum of year round services for children, and youth, including middle and high school educational case management and after-school tutoring, cultural arts classes and sports and recreation programs. Young Adult and Adult services include employment services, financial wellness and housing counseling and education. NAYA Family services includes domestic violence case management, crisis intervention services, foster care and independent living transition services, parenting classes and emergency food supplies. NAYA also operates the NAYA Academy, an early college high school, grades 9-12.

**NAYA Mission is** “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

NAYA is pleased to announce the following Job Opening:

#### **VISTA Capacity Building Project**

##### **Position Description – *Community Development Resource Analyst***

<b>Position:</b>	Community Development Analyst
<b>Department/Program:</b>	Employment, Housing and Community Development department is a comprehensive community building – poverty reduction initiative. The Department’s vision is “Our Native community holds rich cultural assets handed down by ancestors and strives toward sustainable economic sovereignty and security. We are involved in a dynamic community development process that honors the traditions of Native peoples and creates opportunities for our future generations. Our work is guided by principles of self-determination, social and economic justice, and accessing, sharing and controlling resources. Our community members lead and direct our vision.”
<b>Compensation:</b>	Members receive onsite AmeriCorps team training, career development and monthly Tri-Met bus passes. In addition the Corporation for National Community Service provides a living wage paid every other week, health coverage, moving expenses and childcare benefits. Upon successful completion of the one year program, VISTAs may qualify to receive a \$4725 educational award or a \$1200 cash stipend.
<b>Employment Status:</b>	AmeriCorps VISTA



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**Hours:**

VISTA's are required to commit one full year of full-time service with no outside commitments.

**Supervision:**

No supervisory requirements

**Reports To:**

Director of Employment, Housing and Community Development

**Job Location:**

Portland, OR

**Position Description:** This position will assist in the research and development of strategies to enhance NAYA Family Center's capacity to develop a Community Development Financial Institution (CDFI) and to become involved with and/or create social enterprise opportunities.

**Essential Functions:**

- Assist in the research required to form a Community Development Financial Institution to create greater community access to economic development opportunities.
- Assist in the identification of social enterprise systems that include business development, and employee training programs from entry level to marketable skills.
- Provide research and development support as required by community development and economic development staff.

**Qualifications and Skills:**

- Business/Entrepreneur
- Communications
- Computers/Technology
- Writing/Editing
- General Skills / Basic Professional Skills
- Research Skills
- Excellent communication, writing and organizational skills.
- Detail oriented, preferably with strong analytical skills.
- Computer literacy in Microsoft Office Suite and proficient at data entry and systems applications.
- Knowledge of, or willingness to learn about, the System Life Cycle and PMBOK
- Knowledge and experience in nonprofit agencies is preferred.
- Knowledge of, or willingness to learn about, Native culture and issues.
- Spirit of cooperation and ability to work as part of a team

**NAYA Field of Service:**

1. Community and Economic Development
2. Entrepreneur/Business



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### **Education/Experience:**

Desired Education Level: College Graduate

**Work Environment:** 45% office/classroom, 40% VISTA team projects 15% outside office including travel time.

**Physical Requirements:** lifting a minimum of 30 pounds, sitting for extended periods of time.

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

**Safety Considerations:** Some travel may be required.

### **Instructions to Apply/Application Procedures:**

Submit an AmeriCorps application online by visiting <http://my.americorps.gov> and clicking on the “Apply to serve” link. Applicants are also required to submit a resume and cover letter. Documents in Microsoft Word (.doc) or Adobe PDF format may be emailed to Shannon Effler ([shannone@nayapdx.org](mailto:shannone@nayapdx.org)). Additionally, paper resumes, cover letters or applications can be mailed to:

**Application Deadline:** April 15, 2009

Shannon Effler, AmeriCorps\*VISTA Leader  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
503-288-8177 ext. 243  
or submit by fax:  
503-288-1260