



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, youth and young adults, including middle and high school educational case management and after-school tutoring, employment services, financial wellness and housing education, foster care, cultural arts classes and sports and recreation programs. NAYA also provides domestic violence case management, crisis intervention services, parenting classes and emergency food supplies.

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 – *Employment Resource Analyst*

Position:	<i>Employment Resource Analyst</i>
Department/Program:	Employment Housing and Community Development (EHCD)/Native Community Employment Services (NCES). NCES goals are to assist Native American and Alaska Native individuals to: <ul style="list-style-type: none">* ensure their success in the job market* improve their economic security and self-sufficiency* obtain necessary education to accomplish career goals* build and strengthen the economic well-being of the Portland Native community. NCES accomplishes this by providing:<ul style="list-style-type: none">* Job readiness skills* Community service projects and internships.* Useful information and training* Positive encouragement* Access to housing and social service resources* Cultural awareness and support
Compensation:	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



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Employment Status:

Hours:

Supervision:

Reports To:

Job Location:

to receive a \$4725 educational award or a \$1200 cash stipend.

AmeriCorps VISTA

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

No supervisory requirements

Employment Program Manager- Tamra Russell

Portland, OR

Position Description: The VISTA Employment Resource Analyst will work with other VISTA members to assist the Native American Youth and Family Center (NAYA Family center) in building organizational capacity. The VISTA employment resource Analyst will assist in the research and development of strategies to enhance NAYA Family Center's capacity and capabilities for determining employment resources and assist in developing organizational systems of program policies and procedures. The enhancement will increase NAYA Family Center's efficiency and effectiveness of employment services and allow NAYA to reach its agency goal of improving Native American family stability and promoting Native American self-sufficiency in the Portland Metro Area.

Essential Functions: The VISTA Employment Resource Analyst will directly support the work of the staff in the employment Services Department in meeting the overall goal of researching and identifying established practices and projects appropriate to the needs of the program participants. This person will participate in the following activities:

- Aid in the research and development of best practices, policies and procedures for long term strategic goal of the agency to provide employment services to the Native community.
- Assist in the development of an Employment program operations manual
- Support the development of employment services by participating in the research and development of partnerships and marketing strategy for the annual career fair
- Assist in the identification of social enterprise systems that include business development, and employment training programs from entry level to marketable skills.

Qualifications and Skills:

- Communications
- Community Organization
- Computers/Technology
- Education
- Leadership
- Public Speaking
- Recruitment
- Writing/Editing



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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. Community Outreach
3. Entrepreneur/Business
4. Ex-Offender Re-entry
5. Environment
6. Homelessness
7. Housing
8. Neighborhood Revitalization
9. Technology

Education/Experience:

Desired Education Level: College Graduate

Work Environment: 50% office/classroom, 40% (do not edit this number) VISTA team projects 10 % 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). 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:



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