



**Native American Youth and Family Center**  
5135 NE Columbia Blvd., Portland Oregon 97218  
Phone (503) 288-8177 Fax (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 – [VISTA Human Resources Systems Analyst]**

|                            |                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position:</b>           | <b><i>VISTA Human Resources Systems Analyst</i></b>                                                                                                                                                                                                                                                                                                                                                          |
| <b>Department/Program:</b> | Human Resources Department - In coordination with other VISTA will research and engage in overall systems refinement, document procedures and assist in training staff to increase efficiency and overall agency capacity.                                                                                                                                                                                   |
| <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                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Hours:</b>              | VISTA’s are required to commit one full year of full-time service with no outside commitments.                                                                                                                                                                                                                                                                                                               |
| <b>Supervision:</b>        | No supervisory requirements                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Reports To:</b>         | Patrick Eagle Staff, Human Resource Manager                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Job Location:</b>       | Portland, OR.                                                                                                                                                                                                                                                                                                                                                                                                |



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**Position Description:** The VISTA HR Systems Analyst will research and engage in overall team projects including systems refinement, enhanced communication techniques, documentation of procedures and assist in training staff to increase efficiency and overall agency capacity.

**Essential Functions:** The VISTA HR Systems Analyst will work directly with the Human Resource Manager in the assessment, refinement, and implementation of Human Resource processes in meeting the overall goal of enhancing and standardizing NAYA Human Resources management systems. This position requires solid research and writing experience and data management skills. Pertinent background may include general business experience and/or an educational background in business, administration, human resource management, technology systems, and/ or previous non-profit experience.

**Qualifications and Skills:** What skills would you like potential members to possess

- Communications
- Computers/Technology
- Public Speaking
- Writing/Editing
- 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:**

Define the field of service areas in which your members are serving? (Unlimited Selection)

1. Community and Economic Development
2. Children/Youth
3. Education
4. Housing

**Education/Experience:**

Desired Education Level: College Graduate

**Work Environment:** 55% office/classroom, 40% VISTA team projects 5% outside office including travel time.



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**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