



## Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | [www.nayapdx.org](http://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 – *Resource and Sustainability Specialist*

<b>Position:</b>	<b>Resource and Sustainability Specialist</b>
<b>Department/Program:</b>	Sustainability Department - The VISTA Resource and Sustainability Specialist will assist in the development of strategies to refine and enhance NAYA Family Center’s financial capacity and capabilities for managing resources. Systems refinement will increase NAYA Family Center’s efficiency and effectiveness 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.
<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.



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**Supervision:** No supervisory requirements  
**Reports To:** Christine Dupres, Sustainability Officer  
**Job Location:** Portland, OR

**Position Description:** The VISTA Resource and Sustainability Specialist will work directly with the Sustainability Officer in meeting the overall goal of unifying and standardizing NAYA grant and donor development systems as well standardizing internal and external development strategies and protocol.

**Essential Functions:** The VISTA Resource and Sustainability Specialist will work with other VISTA members to assist the Native American Youth and Family Center (NAYA Family Center) in building organizational capacity. The VISTA Resource and Sustainability Specialist will assist in the development of strategies to refine and enhance NAYA Family Center's financial capacity and capabilities for managing resources. Systems refinement will increase NAYA Family Center's efficiency and effectiveness 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.

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

- Communications
- Computers/Technology
- Fund Raising/ Grant Writing
- Public Speaking
- Teaching/Tutoring
- Writing/Editing
- General 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:**

Define the field of service areas in which your members are serving?

1. Community and Economic Development
2. Children/Youth



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3. Education

4. Technology

### **Education/Experience:**

Desired Education Level: College Graduate

**Work Environment:** \_55\_ % office/classroom, 40% (do not edit this number) VISTA team projects \_5\_ % 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