



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 – *VISTA Youth Services Analyst*

Position:	VISTA Youth Service Analyst
Department/Program:	Youth Services Department – Helps bring students, parents, family members, educators and service providers together to meet the needs of Native children in Kindergarten through High School.
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 to receive a \$4725 educational award or a \$1200 cash stipend.
Employment Status:	AmeriCorps VISTA
Hours:	VISTA’s are required to commit one full year of full-time service with no outside commitments.
Supervision:	No supervisory requirements
Reports To:	Cori Matthew, Director of Youth Services
Job Location:	Portland, OR

Position Description: This position is a part of the Native American Youth and Family Center Youth Services Department. The Youth Services Analyst will research and engage in overall team projects including refinement, enhance communication



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

techniques, a researching services ranging from positive youth development to deep intensive case-management and prevention/intervention.

Essential Functions: The Youth Services Analyst will work directly with the Youth Services Department. in the creation and implementation of client intake, assessment and evaluation processes in order to enhance and standardize our client information management systems.

- Assist in the assessment of agency client practices; aid in the development of more efficient methodologies; and the drafting and/or editing of related procedures.
- Assist in the selection and implementation of new software and hardware to maintain and enhance agency technology infrastructure.
- Participate as a member of the IT Team in the development of project plans including the identification of system, resource, and timeline requirements.
- Assist in the development of training tools and business processes.
- Assist in the agency's Practice Based Evidence research project by completing and conducting social research needed to further our ability to meet the needs of our youth and families in a culturally relevant manner.

Qualifications and Skills:

- Counseling
- Communications
- Conflict Resolution
- Education
- Fine Arts/Crafts
- First Aid
- Leadership
- Teaching/Tutoring
- Writing/Editing
- Youth Development
- 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:



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

1. Community Outreach
2. Children/Youth
3. Education
4. Homelessness

Education/Experience:

Desired Education Level: College Graduate

Work Environment: 55% office/classroom, 40% 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). 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