



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

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

## Position Description

<b>Position:</b>	Green Workforce Academy Coordinator
<b>Department/Program:</b>	Community Development Department; Green Workforce Academy
<b>Compensation:</b>	\$62,000 - \$68,000 annually, depending on years of experience
<b>Benefits:</b>	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 16 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
<b>Employment Status:</b>	Regular, Full-Time, Non-Exempt
<b>Hours:</b>	General working hours are Monday through Friday from 8:30am-5:30pm; some evenings and occasional weekends for events.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	<b>NAYA</b> - Community Development Manager for team; <b>Ecotrust</b> - Director of Education and Workforce for day-to-day supervision.
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	January 2026

### Position Description:

NAYA Family Center is one of five organizations involved in the Green Workforce Collaborative (GWC), which works to diversify the green sector and advance economic justice in the Portland metro area. The collaborative hosts the [Green Workforce Academy](#) (GWA), a culturally responsive workforce readiness program for Black and Native American adults.

The GWA Coordinator will support the GWA Program Manager in planning and overseeing the day-to-day operations of GWA. This position focuses on outreach and engagement with Portland’s Native community, cultivating green jobs and opportunities as a viable career path. The ideal candidate is a strategic thinker who can connect the dots between GWA, opportunities at NAYA and other local employers. This dynamic role requires flexibility to balance responsibilities between NAYA and Ecotrust, reporting to supervisors at both organizations.

**For more information, please attend the info session for this role on Thursday Feb 5th at 5pm, sign up [here](#).**

### Essential Functions:

- Community engagement, relationship building and, on the ground, answering questions
- Lead recruitment efforts through outreach, engagement, and social media.
- Manage program logistics including scheduling and purchasing materials.
- Create communications materials and maintain active social media presence
- Teach GWA classes and assist with curriculum updates
- Build and maintain employer partnerships
- Drive the GWA passenger van as needed
- Support current and past graduates through mentorship and professional development opportunities

# NAYA Family Center | Position Description: **Green Workforce Academy Coordinator**

- Identify opportunities to expand GWA offerings and foster collaboration among GWC partners

## **Additional Duties:**

- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
  - Work as an active member of the Community Development Department
  - Participate actively in cross-departmental team projects
  - Foster a safe and secure environment for community members and staff

## **Qualifications:**

### Education & Training:

- At least 2 years' experience in program coordination.
- At least 2 years' experience in teaching adult learners (GWA is a non-traditional class setting)
- Experience in environmental education and/or workforce development fields is highly desirable.
  - Any combination of higher education lived experience, and work/volunteer experience will be considered.

### Experience:

- Experience working within diverse populations particularly with Native American and Black communities, strongly preferred
- Knowledge and/or experience of vocational or placement counseling for Native American, Black and other marginalized groups; Knowledge of the local job market and employer needs. Knowledge or willingness to learn about other services that meet participants' needs
- Understanding of Black history, structural racism, anti-Blackness, and issues affecting the Black community (required)
- Understanding of Native American history, the diversity of the local American Indian/Alaskan Native community, and the Urban Indian experience required
- Experience mentoring adults through career counseling, peer advising, or similar roles
- Experience building relationships with multiple stakeholders across cultures.

### Skills:

- Ability to function in a positive manner in a demanding work environment, to demonstrate a high degree of flexibility, and respond to priorities.
- Strong analytical and decision-making abilities
- Ability to be adaptable to last minute changes in schedule.
- Ability to work independently with a large degree of autonomy while also knowing when to seek guidance from supervisor/team.
- Ability to de-escalate tense conversations with a trauma-informed approach
- Ability to work in a fast-paced environment and make good judgments as it pertains to participants
- Ability to maintain a high level of confidentiality.
- Ability to build strong relationships.
- Strong skills in intercultural, interpersonal and organizational communication. This includes the ability to communicate with a variety of personality types and to meet people where they are at, particularly GWA participants.
- Ability to prepare clear, accurate and concise reports. \_

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- Be punctual and have good attendance.

**Work Environment:** 60% office/ classroom and 40% outside doing field work in all weather conditions and uneven terrain or attending meetings. Frequent travel required within the Portland Metro area.

**Physical Requirements:**

- Ability to sit, stand, walk, drive, talk on the phone, and use a computer for extended periods of time.
  - This role will need to participate in field site activities such as hiking, canoeing, etc.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, fax, copy machine, and 12 seat passenger van

**Safety Considerations:** Local travel and field work is required

**Other Requirements:**

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center’s liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check)

**Application Procedures:** Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs>

**Application Deadline:** February 13, 2026, at 11:59 p.m.

**Attention:** Incomplete applications will not be considered. Due to the sheer number of applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

**Please send application materials to:**

Attn: Human Resources  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [jobs@nayapdx.org](mailto:jobs@nayapdx.org)