



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

Position:	Policy and Coalitions Strategist
Department/Program:	Community Engagement & Policy Department
Compensation:	\$75,000-85,000 annually
Benefits:	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.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned (especially during legislative sessions).
Supervision:	No supervisory requirements
Reports To:	Director of Community Engagement & Policy
Job Location:	Portland, OR
Created/Revised:	February 2026

Position Description:

The Policy and Coalitions Strategist advances NAYA’s Oregon and SW Washington policy and advocacy priorities by representing NAYA in coalitions and partner tables, managing assigned stakeholder relationships, and supporting timely legislative, administrative, and local government engagement. Funded by the NAYA Action Fund, this position works across both NAYA Family Center and the NAYA Action Fund to support aligned policy and advocacy efforts for both entities. This role tracks policy activity, drafts briefs, testimony, and action-alert inputs, and produces clear decision memos for the Director and Executive to review and, as appropriate, advance to APT or the Board of Directors. The Strategist also supports Director-led endorsement processes.

Essential Functions:

- Represent NAYA in coalitions and partner tables and manage relationships with partner organizations and key stakeholder groups as assigned
- Attend and actively participate in coalition/partner meetings; coordinate with the Director and relevant NAYA staff; track commitments and ensure follow-through
- Track Oregon and Southwest Washington legislative, administrative, and local government activity and identify advocacy opportunities
- Draft policy materials including briefs, testimony drafts, and action-alert inputs aligned with NAYA priorities and community guidance
- Produce decision memos for the Director and Executive to review/approve for next steps
- Support Director-led endorsements and candidate briefing materials as requested
- Support Director in political endorsement processes and candidate communications
- Support or lead campaign efforts for endorsed candidates, policies, or ballot measures/initiatives
- Support or lead fundraising efforts for the NAYA Action Fund or endorsed candidates, policies, or ballot measure/initiative campaigns

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- Support or lead data gathering, data and precinct analysis, and/or field work for endorsed candidates, policies, or ballot measures/initiatives
- Support lobbying efforts during legislative sessions in both Oregon and Washington with NAYA staff and community members
- Support “advocacy days” in Salem or Olympia as assigned
- Assist with other department and Action Fund events and programming as assigned

Additional NAYA Family Center Duties:

- Understand and adhere to confidentiality
- Input data, and maintain NAYA and/or contractually required information database systems
- Participate in trainings and/or meetings to ensure program outcomes are achieved
- Represent NAYA with the utmost professionalism at community events and other public relations opportunities
- Work as an active member of departmental team
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned by Director of Community Engagement & Policy

Qualifications:

Education & Training:

- Bachelor’s degree in public policy, political science, community development, social work, Indigenous studies, or a related field, or an equivalent combination of education and lived/professional experience
- Knowledge of coalition building, legislative processes in Oregon and Washington, and advocacy at the local and state level
- Knowledge of 501c3, 501c4 and PAC compliance
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the Urban Indian experience required

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR)

Experience:

- Experience working within diverse populations (specifically with the urban Native American community)
- Experience working within a Tribe, or other Native-led organization strongly preferred
- Minimum 3 years of experience in advocacy, policy, coalition work, community organizing, government relations, or a closely related field
- Strong preference for 501c4 experience
- Demonstrated ability to build and maintain effective relationships with coalition partners, community members, and stakeholders across systems
- Demonstrated ability to synthesize complex information into clear written materials, including memos, briefings, talking points, and testimony drafts
- Demonstrated ability to manage multiple priorities, coordinate across teams, and meet deadlines with strong attention to detail

Skills:

- Strong relationship-building and coalition engagement skills
- Knowledge of Oregon and Washington legislative and local government processes preferred
- Excellent writing and synthesis skills (briefs, testimony, action alerts, decision memos)
- Strong organization and follow-through (tracking commitments, deadlines, multiple workstreams)
- Ability to coordinate internally across teams and stakeholders with good judgment and discretion
- Strong attention to details

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- Prioritizations skills and ability to meet strict deadlines
- Ability to be flexible and shift quickly as priorities changes
- Ability to manage compliance and risks
- Commitment to equity and working in a youth centered, family driven, and elder guided way
- Ability to navigate different personalities and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Excellent computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use and tools
 - Email
 - PowerPoint or other presentation tools

Work Environment: 80% office/classroom/remotely, 20% outside office including travel time. NAYA employees are expected to work on site most of the week, and after onboarding have pre-approval to work on Mondays and Fridays off-site or at home. With supervisory approval, employees may be able to work off-site or at home for more than 2 days per week.

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel will be 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 which requires an Oregon or Washington driver's license)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [here](#) for more information)
3. Successful completion of a DHS Background Check Unit

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume

Note: Candidates selected for a job offer will be asked to complete a NAYA application, if they haven't already

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Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open until filled

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number 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 submit application materials via the links on our website or 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