



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:	Wapas Nah Nee Shaku Specialist
Department/Program:	Youth and Education Services, Indigenous Food Sovereignty Program
Compensation:	\$28.80-\$31.00 hourly
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, non-exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Director of Youth and Education Services, Health Equity Manager
Job Location:	Portland, OR
Created/Revised:	September 2024, revised May, 2026

Position Description:

Land sovereignty is at the core of who we are as Native people. It allows us to exist as Indigenous people, to be in relationship to land. Healing the land is healing ourselves. The Wapas Nah Nee Shuka Specialist will work closely with the Food Sovereignty Garden Coordinator and the Indigenous Food Sovereignty Coordinator to meet the program goals and objectives of the Portland Clean Energy Fund (PCEF) Regenerative Agriculture grant and the NAYA Food Sovereignty Program.

Essential Functions:

- Assist with documenting the final year of the Portland Clean Energy Fund Wapas Nah Nee Shaku program
- Coordinate with the Food Sovereignty Garden Coordinator and the Indigenous Food Sovereignty Coordinator to meet the needs of the Wapas Nah Nee Shaku Gardens at NAYA
- Ensure health and safety standards are followed
- Assist with coordinating with kitchen to meet their needs
- Assist with coordinating with the Community Food Coordinator to meet the needs of the NAYA pantry and food box program
- Assist with coordinating with capstones and garden volunteers to maintain the gardens

Additional Wapas Nah Nee Shaku Specialist Duties:

- Other duties as assigned by the Director of Youth and Education Services and/or the Health Equity Manager
- Collaborate with Community Health Workers and Indigenous Food Sovereignty Garden Coordinator, and Indigenous Food Sovereignty Coordinator
- Data collection as it relates to the PCEF Regenerative Agriculture Grant
- Support Reporting Requirements

NAYA Family Center | Position Description: **Wapas Nah Nee Shaku Specialist**

Additional NAYA Family Center Duties:

- Understand and adhere to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
- 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

Qualifications:

Education & Training:

- Knowledge of regenerative agriculture processes, traditional ecological knowledge in the farming process, and seasonal agricultural practices in the Pacific Northwest.

Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred

Work Environment: 100% office/classroom/Wapas Nah Nee Shaku (NAYA's Indigenous Food Sovereignty Garden), employees are expected to work on site most of the week.

Physical Requirements:

- The employee is 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 30-50 pounds.

Equipment Used: Computer, phone, fax, copy machine, Microsoft360. Garden tools such as shovel, spade, broad fork, irrigation tools, weed wacker/string trimmer.

Safety Considerations: Some travel may 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

NAYA Family Center | Position Description: **Wapas Nah Nee Shaku Specialist**

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

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