



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:	Communications Manager
Department/Program:	Development/Communications
Compensation:	\$85,000 commensurate with experience
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 9 am – 6pm; evenings and occasional weekends, as assigned. Flexible work schedule available upon approval.
Supervision:	No supervisory requirements currently but is expected to manage internships when needed.
Reports To:	Chief Advancement Officer
Job Location:	Portland, OR
Created/Revised:	July 2026

Position Description:

The Communications Manager leads and executes NAYA’s communications strategy, elevating the organization’s mission and programs, and impact across local and national audiences. This position works in close collaboration with the Chief Advancement Officer to establish communication policy, set strategic direction, and steward the organization’s public presence. This role oversees all communications functions resulting in impactful storytelling, compelling social media campaigns and community inclusion, brand consistency, and content engagement across multiple platforms.

The Communications Manager is a capable and creative writer, an accomplished communicator, and strategic thinker, who is responsible for writing and managing content across multiple platforms to reach, retain, and engage current and new audiences. The role will also collaborate with the communications team to implement and maintain the NAYA Action Fund’s communications across social media, website, and electronic newsletters, to ensure NAYA’s messaging is aligned and distinct as needed. This person will drive an integrated communications program that supports fundraising, program growth, and community partnerships, while ensuring that messaging reflects and uplifts Native values, culture, and resilience.

Essential Functions:

Communications Strategy

- Develop and lead NAYA’s annual communications plan in collaboration with the Chief Advancement Officer to set annual goals
- Build and sustain strong relations with media outlets, influencers, and community partners
- Develop and maintain organizational voice, key messages, and ensure consistent use throughout the organization
- Collaborate with the Digital Storytelling Creator to maintain and uphold brand and style guidelines
- Partner with the Chief Advancement Officer to guide NAYA’s media strategy and crisis communications response

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- Develop materials to educate staff on NAYA's external communication practices
- Coach and assist team members on improving communication skill, prepping leadership for press interviews and presentations
- Manage, implement, align, and differentiate, communications across NAYA and the NAYA Action Fund's (501c4 organization) platforms, ensuring compliance with each entity's distinct purpose, brand, audience and regulatory requirements
- Serve as spokesperson when needed, representing NAYA with professionalism and authority

Program Management

- Collaborate with the leadership team to design and implement organization-wide expectations and procedures for gathering stories, photos, and other content required to support communications efforts
- Oversee and participate in the creation of all organizational outreach materials developed for annual and major donors, including solicitation campaigns and letters, brochures, monthly newsletters, an annual impact report, and other strategic email communications
- Strategically utilize website/blog and social media to increase levels of engagement with the organization, grow its base of supporters, inviting interest and participation in Native American culture
- Lead website management (Webflow platform) and regular updates
- Collaborate with the Digital Storytelling Creator regarding new website initiatives and social media presence
- Support the planning and execution of the organization's annual fundraising events with related messaging, materials, and promotion
- Develop media plans, establish relationships with relevant media outlets, and write press releases
- Manage other communications and public relations activities as they arise
- Consistently produce high-quality deliverables on a timely basis
- Other duties as assigned by the Chief Advancement Officer

Additional Duties:

- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality in all communications-related work
 - Represent NAYA with the utmost professionalism at community events, media engagement and public forums
 - Participate actively in cross-departmental initiatives and organizational planning efforts
 - Work as an active member of departmental team and actively in cross-departmental team projects
 - Contribute to fostering a safe and inclusive environment
 - Other duties as assigned by the Chief Advancement Officer

Qualifications:

Education & Training:

- Bachelor's degree or equivalent experience in related field, such as journalism, communications or marketing
- Understanding of development, fundraising and nonprofit organizations
- 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

Experience:

- Minimum 3 - 4 years related professional 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

Skills:

- Excellent written communication skills and copyediting abilities; nuanced understanding of written and visual messaging
- Experience working with websites and managing standard social media platforms

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- Highly organized; experienced in developing processes and procedures, strategies and campaigns
- Ability to take initiative and work creatively, launching new ideas or driving process improvements
- Ability to work quickly, independently and creatively under pressure
- Protection of confidential information and materials
- Ability to work independently as well as a part of a team
- Knowledge of AP style
- Graphic design skills and proficiency in Adobe Creative Suite preferred
- Proficient computer skills including: Webflow or other hosting platform, MailChimp, Canva, Microsoft Office Suite, and HTML

Work Environment: 90% office/home/remotely, 10% outside office including travel time. NAYA employees are expected to work on site most of the week. With supervisory approval, employees may be able to work at home 1 to 2 days per week after successful onboarding.

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 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 https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf for more information)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regiment) before start date.
4. 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.

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

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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 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