



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:	Civic Engagement Strategist
Department/Program:	Community Engagement, Advocacy and Policy Department
Compensation:	Salary Range is \$75,000 to \$85,000
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
Benefits:	Sick leave can be used on the 91 st day of employment. Sick leave accrues at the rate of 1 hour of sick leave per 30 hours worked, per state law.
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Reports To:	Chief Executive Officer
Job Location:	Portland and SW Washington
Created/Revised:	September 2026

Position Description:

The Civic Engagement Strategist leads all planning, logistics, and coordination efforts for the NAYA Family Center and the NAYA Action Fund’s policy and advocacy programming. A primary focus is the Leadership, Entrepreneurship, and Advocacy Development (LEAD) program and our annual Legislative Days of Action in Salem, Oregon and Olympia, Washington. The LEAD Program is an annual cohort model that nurtures relationships and develops leadership and advocacy skills within Native community leaders in Oregon and Washington. We’re looking for someone passionate about activating NAYA clients and community members and getting them involved in power building and political work. This role will work for the NAYA Family Center and the NAYA Action Fund, our 501c4 organization, in both Oregon and Washington. We’re looking for a highly organized, collaborative, self-motivated, and flexible leader who can navigate a fast-paced work environment.

Essential Functions:

Event Planning and Coordination:

- Leads the recruitment and coordinates the selection process for LEAD cohort participants each year
- Organizes and plans LEAD program logistics in close coordination with NAYA’s CEO including communicating with and scheduling presenters and participants, reserving and confirming venues, meals, and key program celebrations like the welcome reception and graduation
- Organizes LEAD alumni events and creates opportunities for Alumni to participate in political advocacy work
- Supports planning efforts and logistics of Legislative Days of Action for both Oregon and Washington including scheduling and confirming meetings with State Representatives or policy staff, arranging transportation, reserving meeting spaces, arranging meals for participants, creating maps, agendas, etc.
- Coordinates advocacy events or meetings like Portland Youth and Elders Council meetings, Portland Indian Leader Roundtable Meetings (PILR), town halls, tours and/or community forums for elected officials

Communications and Collaboration:

- Supports with the management of the NAYA Action Fund communication tools including social media, and electronic newsletters and keeps community, partners, and stakeholders informed and coordinated

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- Writes policy and advocacy communications that generate community excitement about civic engagement
- Translates complex policy items into clear and easy to understand messaging
- Communicates with community partners and organizational leaders via email, text, phone to ensure close coordination and alignment

Data Collection and Management:

- Tracks, collects, and enters participant, and/or funder, data into CaseWorthy, NAYA's client database
- Pulls participant reports and data to review program information and support with funder reporting
- Reviews data to support program improvements and grant writing
- Takes detailed notes, minutes, and executes follow up items without needing to be reminded

Additional Civic Engagement Strategist Duties:

- Supports coordination and alignment across NAYA Family Center and NAYA Action Fund programs
- Self-manages deadlines, tasks, anticipate and adjust for change, set goals, and evaluate results
- Understands and adhere to client confidentiality
- Participates in trainings and/or meetings to ensure program outcomes are achieved
- Always represents NAYA Family Center and the NAYA Action Fund with the utmost professionalism
- Works as an active, productive, and collaborative member of the department and across departments
- Contributes to fostering a safe and secure environment for community members and staff
- Other duties assigned by supervisor

Qualifications:

Education & Training:

- A bachelor's degree in public policy, communications, political science, sociology, urban planning, or related field is preferred but not required
- A minimum three (3) years of experience in community advocacy, public policy, coalition building, non-profit leadership or non-profit program experience
- 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 required
- Knowledge of Oregon and Washington legislative and local government processes preferred

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary 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
- Experience navigating local and state government systems preferred
- Demonstrated ability to manage projects, work collaboratively with multiple stakeholders, and meet multiple deadlines with limited supervision
- Strong preference for candidates with 501c4 experience and/or ties to SW Washington

Skills:

- Strong project management, organization, planning skills, and attention to detail
- Autonomous and able to set and manage priorities and execute work responsibilities with minimal supervision
- Demonstrated ability to work both independently and as part of a team
- Ability to be flexible and work with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Strong communication skills, emotional intelligence, active listening, verbal and written, including public presentation skills
- Excellent computer skills and ability to use Microsoft Office Suite of tools: Web-based research, Word Processing, MS Excel, Email

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Work Environment: 80% office/classroom/remotely, 20% 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 [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

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

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