



## Project Coordinator

**Department:** The Research Institute  
**Recruitment #:** S1970  
**Application Deadline:** Review begins immediately. Position open until filled.  
**Salary Range:** \$67,800 - \$79,800

### Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

### Department / Job Summary:

This position is in the Center on Early Learning and Youth Development at The Research Institute (TRI) at Western Oregon University in Monmouth. The Research Institute houses four centers focused on informing and facilitating change in educational and human service systems to improve the quality of life for all individuals. Funded through external grants and contracts, the centers conduct programs of research, develop evidence-based interventions that are provided through technical assistance and professional development, and increase system capacity to effect change. <http://triwou.org/>

Center on Early Learning and Youth Development (CELYD) works to improve the quality of care and education available to all children and their families in order to promote optimal development and full inclusion in their family, community and society through:

- Research, development and demonstration of effective practices and innovative models of care and education.
- Professional development, technical assistance and dissemination of effective practices and innovative models of service to practitioners in the fields of Early Childhood Education and Early Childhood Special Education.
- Systems change and policy development in Early Childhood Education and Early Childhood Special Education that creates access to quality service and promotes positive outcomes for young children and families at the local, state and national level.

The Project Coordinator participates as a member of a collaborative team working on federal, state and local projects within the TRI Center on Early Learning. As a Project Coordinator for Spark/CCR&R this position takes the lead on overseeing the implementation of assigned aspects of the project and assists the Project Director in monitoring related project activities. This position also assists with conceptualizing and/or developing new professional development, model development and demonstration, and systems change projects. This position works at the state system level which requires not only a background in early learning and/or youth development, but also an ability to negotiate change, uncertainty and the demands of system work. The Coordinator/Supervisor leads work in systems change and alignment and is responsible for equity driven leadership to cultivate equitable practices across all aspects of the project. The Coordinator participates in project coordination meetings and supervises up to 8 project staff. The Coordinator leads, participates and engages in efforts to further develop and implement TRI's equity work plan and goals.

The appointment is renewed through an annual Notice of Appointment, dependent upon satisfactory job performance, continuing project needs, and/or available funding.

***We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.***

### Minimum Qualifications:

- Master's degree with coursework in Early Childhood Education, Organizational Leadership, Non-Profit Management, Business, Management, Education, Social Work, Human Services or related fields **AND** eight (8) years of experience in project or program management or coordinating federal, state and/or local projects in early childhood, education, human service or another related field; **OR**
- Ph.D. (or equivalent terminal degree in a relevant discipline), **AND** at least 5 years of years of experience in project or program management or coordinating federal, state and/or local projects in early childhood, education, human service or another related field;
- Supervisory experience and demonstrated ability to supervise a diverse team of early learning professionals
- Experience in technical assistance, human services, adult education, professional development, or in-service training.
- Ability to communicate and interact with a team and with partners from diverse backgrounds.
- Ability to be flexible and lead projects with changing timelines and objectives.
- Strong organizational skills and proficient in use of common technology
- Ability to apply system thinking and pay attention to detail
- Ability to respond professionally during challenging situations
- Professional commitment to and experience promoting diversity, equity, anti-bias and inclusion

### Preferred Qualifications:

- Experience in curriculum, training material and/or publication development
- Demonstrated success in leading diversity, equity, anti-bias and inclusion work
- Experience working with child care quality standards and/or quality rating and improvement systems.
- Experience using program/classroom/staff observation tools and providing feedback.
- Experience in grant writing.
- Proficient oral and written communication skills in Spanish, Russian, Chinese or Vietnamese.

**\*\*A criminal background check will be required as a condition of employment**

### Application Instructions:

You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

### Required application materials (PDF preferred):

1. WOU Employment Application available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

### As an alternative, you may also submit application materials to:

**S1970, Project Coordinator**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto:employment@wou.edu); OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

**Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.**