

Project Specialist, CCR&R TA (Bilingual)

Recruitment #:	S2209
Review Date:	Immediate review Open until filled
Department:	Department
Annual Salary Rate:	\$64,050-\$71,400

Employee COVID-19 Vaccine Requirement

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Job Summary:

Project Specialist:

Project Specialists participate as members of a collaborative team working on a variety of projects within the TRI's Center on Early Learning and Youth Development (CELYD). Project Specialists provide a continuum of services and products across the early learning system in Oregon. CELYD engages in Early Learning and/or Youth Development at the state level which requires a specialized knowledge and skills as well as an ability to navigate change, emergent needs and the expectations of system work. Project Specialists are expected to use culturally responsive, innovative best practices across a variety of duties including; program and process development, systems collaboration, change and alignment, program assessment and observation, system communications, leadership and facilitation, and training and technical assistance. TRI staff are expected to engage in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university's equity work and goals.

Project Specialists:

- Work collaboratively in a team environment. Facilitate, participate in and contribute to project meetings, seminars, workshops and other gatherings as needed
- Provide technical assistance and professional development activities for Oregon's Early Learning system
- Gain and maintain a working knowledge of Oregon's early learning system and initiatives and gaining knowledge and applying learned skills to interrupt systemic oppression and lead project staff on challenging bias and supporting diversity, equity and inclusion
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds

Bilingual Child Care Resource and Referral Technical Assistance Specialist (CCR&R TA)

Western Oregon University reserves the right to change this position description at any time. | Created on / Revised: CCR&R TA Specialists support 15 regional CCR&R across Oregon by providing technical support to support the mission of CCR&Rs. CCR&R TA Specialists work closely with regions to develop professional development and technical assistance plans to support their work while developing relationships with staff. CCR&R TA specialists navigate the early learning system by understanding the key roles and responsibilities of systems partners to support early learning professionals and programs in Oregon. Some key Early Learning System partners are Oregon Department of Human Services, Inclusive Partners, 211info, Office of Child Care and Oregon Center for Career Development.

Bilingual staff may be asked to use both languages across all duties and activities as needed. Bilingual staff will provide translation and interpretation in a culturally responsive manner as needed for this position.

Western Oregon University is an

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

The university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments for multiple years

Minimum Qualifications:

- Combination of experience and education equivalent to a bachelors and 3 years of experience related to the duties of the position
- Proficient oral and written communication skills in English and Spanish and great customer service skills
- Experience with Spanish speaking communities
- Experience working with and/or communicating with system partners
- Ability to be flexible and adapt to changes and emergent needs
- Ability to manage a variety of tasks and produce high quality work under tight deadlines
- Ability to communicate with a wide variety of individuals and groups, including providers, work team, program personnel, and administrators from diverse backgrounds
- Ability to apply system thinking and pay attention to detail
- Ability to work independently and as a member of a team

The Center on Early Learning and Youth Development is working on our diversity, equity and inclusion principles and practices. Studies have shown that candidates that are female and or/BIPOC are less likely to apply for positions unless they meet all of the qualifications they find in the position description. We are seeking the best candidate for the job, and that candidate may be a person that comes from a less traditional background. We encourage you to apply even if you are unsure whether you meet the minimum qualifications for the position, or if your experience could be considered related experience to the minimum qualifications.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Application Instructions:

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

1. WOU Employment Application form [available here](#)
2. Cover Letter 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. Unofficial copy of transcript for highest degree earned

Benefits:

Western Oregon University 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/>

Note: A criminal background check will be required as a condition of employment