

Project Specialist, Child Care Substitutes of Oregon

Recruitment #:	S2265
Review Date:	Immediate review Open until filled
Department:	The Research Institute
Annual Salary Rate:	\$61,000 - \$68,000

Position Summary:

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.

- Work collaboratively in a team environment. Facilitate, participate in and contribute to project meetings, seminars, workshops and other gatherings as needed
- Provide ongoing administrative and communication support
- Participate in team meetings on both the project teams and the CELYD team
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds, including providing high quality customer service
- Participate in internal and external meetings
- Maintain confidential information
- Complete duties related to assigned project/s; adapting to team needs as tasks arise

Child Care Substitutes of Oregon Project Specialist (TA & Recruitment)

Child Care Substitutes of Oregon (CCSO) Project Specialists will support the design and development of Oregon's new statewide substitute child care system and database. CCSO TA & Recruitment Specialists provide technical support to child care staff and child care substitutes through the facilitation of professional development plans and technical assistance support. CCSO Project Specialists work closely with the community while delivering trainings applicable for onboarding substitute providers, enrolling new programs into the substitute system, etc. CCSO Project Specialists provide support to the substitute child care system by actively developing recruitment strategies and engaging the community across the state to recruit substitutes and enroll new providers into the system.

CCSO Project Specialists will focus on recruitment and retainment through community and relationship building with partners, including but not limited to: State and Community Colleges, the Early Learning Division, and the Office of Child

Care. Due to the nature of scheduling training for child care substitutes, occasional weekend or evening hours may be required. This position may involve significant in-state travel.

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.

Minimum Requirements:

- Combination of experience and education equivalent to a Bachelor's degree and 3 years of experience related to the duties of the position.
- 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
- Commitment to CELYD's anti-racism goals and practices

Preferred Qualifications:

- MA or MS in Early Childhood Education or related field
- 5 or more years early childhood or related field work experience
- Bilingual strongly preferred
- Experience working with database systems
- Experience/knowledge in recruitment and retention best practices
- Experience with translation and/or interpretation
- Experience coaching, consulting or providing technical assistance
- Experience working with child care quality standards and quality rating and improvement systems
- Bicultural or multicultural
- Experience in adult education and providing professional development
- Experience in the development of curricula, training materials and/or publications

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

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Required Application materials:

1. WOU Employment Application form [available here](#) - unclassified/faculty

2. Cover Letter that addresses each qualification of the position.
3. Resume/CV

Additional Application materials:

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:

A criminal background check will be completed as a condition of employment. An education check will be processed for positions requiring a formal degree as a minimum requirement.

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.

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/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.