

Bilingual Project Coordinator, Child Care Substitutes of Oregon (Spanish) (Multnomah County)

Recruitment #:	S2266
Review Date:	Immediate review Open until filled
Department:	The Research Institute
Annual Salary Rate:	\$70,000 - \$77,000

Position Summary:

The Research Institute (TRI) houses two 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. TRI was established in 1961 at WOU and has research partnerships throughout Oregon and the nation. TRI is committed to promoting and supporting an environment which values and affirms equal opportunity, diversity, and inclusive practices.

TRI is committed to creating a safe environment to have dialogue with our co-workers, partners and those who receive our services about how to best address the implicit bias that exists. TRI is committed to creating an anti-racist workplace that is fully inclusive by disrupting systemic racism and dismantling barriers for people of color in the workplace.

Preschool for All

On November 3rd, 2020 voters in Multnomah County overwhelmingly supported the “Preschool for All” ballot measure. The approval of Preschool for All (PFA) will give 3- and 4-year-olds in Multnomah County access to free, high-quality, inclusive, culturally affirming preschool experiences. The PFA plan reflects more than two years of a unique community-based policy making process with almost 100 people, including parents, educators, policy makers and early childhood specialists, coming together to form a vision for preschool in Multnomah County.

The Preschool & Early Learning Division of Multnomah County’s Department of County Human Services, as the administrator of this new program, will be selecting Pilot Sites through this application process. Pilot Sites will receive contracts for the first Preschool for All slots and will help Multnomah County refine program details for this new initiative.

Preschool for All (PFA) is committed to investments focused on on-going support and retention of preschool providers and educators. This includes enhancing the capacity of preschool providers and programs with the availability of substitute pool relief. Having access to reliable substitute coverage is necessary for preschool professionals to have the ability to take time off needed to prioritize health and wellness, family and home life, professional development opportunities, intentional planning time, and program family engagement experiences.

Multnomah County has partnered with The Research Institute (TRI) to provide funding for additional full-time substitutes to serve home-based and center-based child care providers in Multnomah County. This substitute pool relief will support early childhood professionals’ needs and will help maintain family and children access to preschool services.

Multnomah Recruitment Coordinator (Child Care Substitutes of Oregon)

Multnomah County has a unique variety of early child care providers and has provided funds to Child Care Substitutes of Oregon to ensure that the child care needs of the county are met, and that child care providers are supported. These funds will provide a Recruitment Coordinator position, and two full-time Substitute positions that will prioritize programs participating in PFA.

This position will include working with community-based organizations, universities, community colleges, vocational rehab programs, career fairs, chambers, community events, and more to recruit potential substitutes. The Recruitment Coordinator will oversee all substitutes that are employed in Multnomah County, including but not limited to: tracking substitutes' required trainings and notifying them when requirements expire, reviewing program and substitute evaluations after shifts, matching substitutes to programs, providing training to substitutes as needed. The Recruitment Coordinator will be supervising the two full-time substitutes, ensuring that their shifts are prioritizing providers utilizing PFA. This person will also build relationships between early childhood providers to create a system of trust in the substitute services being provided by Child Care Substitutes of Oregon.

The Recruitment Coordinator is 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 equity work and goals.

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

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.

- Work collaboratively in a team environment. Facilitate, participate in and contribute to gatherings as needed
- Recruit a diverse pool of substitutes for Multnomah county.
- Build relationships with community-based organizations, child care programs, business leaders, higher education facilities and other stakeholders throughout Multnomah county and surrounding areas
- Recruit Support Multnomah county substitutes including providing feedback, scheduling, onboarding, training and supervising
- 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, including providing high quality customer service
- Participate in internal and external meetings

Minimum Requirements:

- BA or BS degree in Early Childhood Education or related field or a combination of related training/education/certification and minimum of 5 years of relevant professional work experience
- At least 3 years professional work experience in childhood care and education (birth to age 12) and/or other relevant experience such as home visiting, state or federal government, CCR&R, human/social services, assessment work, or child care licensing
- Proficient oral and written communication skills in English and Spanish
- An understanding of the unique child care needs of Multnomah County
- Familiarity and/or connections to community-based organizations in Multnomah County
- 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 attention to detail
- Ability to work independently and as a member of a team
- Commitment to actively participating in and supporting 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
- Experience providing feedback to people working in classrooms
- 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
- Proficient oral and written communication skills in Russian, Chinese or Vietnamese
- 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.