

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

<b>Recruitment #:</b>	S22105
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	The Research Institute
<b>Salary Rate:</b>	\$69,650 - \$76,615

### Position Summary:

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 Substitute of Oregon to ensure that the child care needs of the county are met, and the 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 work with the Child Care Substitutes of Oregon team to work toward: 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 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

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

#### **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
- 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 CEYLD's anti-racism goals and practices

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.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

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

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume

#### **Additional Application information:**

Contact information for three professional references will be requested from finalists.

#### **Background/Education Check:**

A criminal background check will be completed as a condition of employment. Education checks are 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.

**Accommodation Requests:**

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](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.

**Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.**