

Project Coordinator (Observation and Assessment) Two Vacancies

Recruitment #:	S2311
Review Date:	Immediate review Open until filled
Department:	The Research Institute
Salary Rate:	\$69,650 - \$76,615

Position Summary:

We are hiring **two** applicants from this posting, one is Bilingual Spanish required, and the other position is Bilingual Spanish preferred.

Project Coordinators participate as a member of a collaborative team within the Center on Early Learning and Youth Development (CELYD). Project Coordinators have diverse roles across CELYD. Each Project Coordinator has specific duties that include some leadership responsibilities and some project tasks and duties. Project Coordinators play a key role in the overall management of programs, projects and/or staff that may include supervision, project management and/or oversight of a small project. Project Coordinators are leaders within the organization and are working at a system level which requires specialized knowledge and skills as well as an ability to navigate change, foresee emergent needs, and manage ambiguity. Project Coordinators are expected to use culturally responsive, innovative best practices across their duties.

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 Coordinators

- Work individually and collaboratively in a team environment.
- Western Oregon University reserves the right to change this position description at any time. | Created on / Revised:
- Facilitate, participate and contribute to program and Center meetings.
- Provide technical assistance and/or professional development activities for Oregon's Early Learning System.
- Gain and maintain a working knowledge of Oregon's Early Learning System and initiatives.
- Gain knowledge and apply learned skills to interrupt systemic oppression and lead project staff on challenging bias and supporting diversity, equity and inclusion
- Promote a positive work culture at CELYD
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds

The Observation and Assessment Project Coordinator works with program leadership to ensure program deliverables are met including program planning, reporting, and overall project management strategies. The OA Project Coordinator provides oversight on assigned aspects of the day-to-day operations of CELYD's Observation and Assessment (OA) work. The Coordinator provides leadership in the planning, scheduling and completing of CELYD's Observations and Assessments. The Coordinator oversees the OA report writing and reliability processes. Project Coordinators are responsible for ensuring that OA data is collected, managed and reported responsibly. The OA Project Coordinator provides culturally responsive supervision to staff on the OA team.

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

[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
- Proficient oral and written communication skills in Spanish for Bilingual Spanish Position, preferred qualification for Bilingual Preferred position
- Ability to provide culturally responsive supervision to a diverse staff
- Ability to become reliable in required program assessment tools (e.g. CLASS, ITERS, FCCERS, etc)
- 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

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 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.