



## Bilingual Project Specialist (CCSO)(INTERNAL OPENING)

**Recruitment #:** S2421  
**Review Date:** Immediate review | Closing 3/1/24  
**Department:** The Research Institute  
**Salary Rate:** \$63,745 - \$74,613

### About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities, and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 37% of undergraduates being students of color.

### Position Summary:

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 training 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 Department of Early Learning and Care, and Childcare Licensing Division. Due to the nature of scheduling training for childcare 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.

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

### Required Qualifications:

- Bachelor's Degree
- 3-5+ 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, Russian, Chinese, Somali, Arabic or Vietnamese.
- 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

**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/CV
4. Name and contact information for 3 professional references

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications listed.

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. Education checks are processed for positions requiring a formal degree as a minimum requirement.

#### **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\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

#### **Veterans Preference**

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at [wou.edu/hr/employment/jobs/](https://wou.edu/hr/employment/jobs/). Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.