



Project Support Specialist (Central Coordination of Child Care Resource & Referral) Bilingual Spanish

Recruitment #:	S2510
Review Date:	Immediate review Open until filled
Department:	The Research Institute
Salary Rate:	\$52,250 - \$57,057

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 over 40% of undergraduates being students of color.

Position Summary:

Project Support Specialists participate as members of a collaborative team working on a variety of projects within TRI. Project Support Specialists provide a continuum of services and products across the early learning system in Oregon. TRI 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 Support 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.

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.

- 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 TRI 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

Project Support Specialists work closely with CCR&R TA Specialists to support the facilitation of system wide meetings, webinars, and communities of practice. Project Support Specialists are responsible for tracking

attendance of participants, supporting pre and post event administrative tasks, and supporting in event virtual navigation. Project Support Specialists are responsible for the Central Coordination Helpline, which entails phone and email support to the early learning community. Regular responsibilities include updating, maintaining, and distributing the Central Coordination directory and monthly newsletter, as well as supporting and maintenance of the Central Coordination Portal and Resource Website. This role also provides support and guidance for individuals in need of the Food Handlers Test and subsequent certificate.

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

Required Qualifications:

- High School Diploma or equivalent (GED)
- Proficient oral and written communication skills in English & Spanish
- Demonstrated proficiency in using computer software (example: Microsoft Word/Excel software, Google suite, etc).
- Strong interpersonal communication skills
- Ability to communicate effectively and interact with partners and team from diverse backgrounds
- Strong organizational skills, attention to detail, and ability to manage a variety of tasks
- Ability to be flexible and adapt to changes and emergent needs
- Ability to take direction and work independently
- Demonstrated problem-solving and reasoning skills
- Commitment to actively participate in and support TRI's anti-racism goals and

Required Application materials:

Please submit **only** the required materials listed below. Applications **missing** required materials will **not** move forward for consideration.

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that outlines your qualifications and how they align with the position
3. Resume/CV
4. Unofficial transcripts for your highest degree earned
1. Complete and submit the Reference Check form, [available here](#) along with your application

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. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. 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 would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

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/. 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.