



Technical Assistance Project Coordinator **[INTERNAL OPENING]**

Recruitment #: S2516
Review Date: Immediate review | Closing on 5/22/25 at 5pm
Department: The Research Institute
Salary Rate: \$73,150 - \$84,488

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:

This position requires the ability to communicate effectively with individuals and groups from a wide range of backgrounds, including service providers, team members, program personnel, and administrators. Participation in training and professional development may be required to fulfill contractual obligations or support specific project goals. All such activities will be conducted in accordance with applicable executive orders and federal guidelines.

Project Coordinators

- Work individually and collaboratively in a team environment
- 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.
- Promote a positive work culture at TRI
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds

Technical Assistance Project Coordinator

The TA Project Coordinator works with program leadership on Child Care Resource and Referral and Child Care Substitutes of Oregon to ensure program alignment and support for program planning, reporting, and overall Technical Assistance strategies. The TA Project Coordinator provides oversight on assigned aspects of the day-to-day operations of Technical Assistance with contract audiences such as CCR&R Staff, Early Educators and Regional Child Care Educators. The Coordinator oversees planning, development, and implementation of high-quality culturally response and equitable Technical Assistance including communities of practices, coaching strategies, training

and professional development, synchronous and asynchronous online learning, conference planning, training of trainers, cohorts, facilitation, peer-to-peer learning strategies, and other culturally relevant best practices. The coordinator will work on evaluation of needs and work with project specialists across both CCR&R and CCSO to support needs for the programs. The Coordinator supports and engages with the facilitation of Essential Fellowship cohorts and the updating of materials. The Coordinator ensures that data is collected, managed, and reported responsibly. The Project Coordinator provides responsive supervision and support to staff on their supervision load.

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

Required Qualifications:

- Bachelor's degree
- 3-5 years experience in childhood care and education (birth to age 12) and/or other relevant experience such as home visiting, CCR&R, human/social services, assessment work, or child care licensing
- Ability to provide leadership to, appropriately delegate tasks to a diverse team
- Ability to maintain confidentiality and high level of ethics
- Ability to provide culturally responsive relationship-based supervision to a diverse team
- 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, workteam, 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

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
5. Complete and submit the Reference Check form [available here](#)

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.