



Project Coordinator (Spark)

Recruitment #:	S2576
Review Date:	Open Open until filled
Department:	The Research Institute
Salary Rate:	\$80,000 - \$90,420

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 a Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:

The Spark Project Coordinator plays a key role in supporting the successful implementation of Oregon's Spark Quality Improvement and Recognition System. Working closely with program leadership, the Coordinator ensures that all program deliverables are met through effective planning, reporting, and project management strategies. This position provides oversight of assigned aspects of the day-to-day operations of the Center on Early Learning and Special Initiatives' (CELSI) Spark operations, ensuring that systems and processes run efficiently and align with program goals. The Spark Project Coordinator offers leadership in the planning, coordination, and implementation of administrative and procedural activities that support smooth program execution and accountability to funders and partners. The Coordinator is responsible for ensuring that data is accurately collected, managed, and reported, supporting continuous improvement and informed decision-making. Through collaboration with internal teams and external partners, the Spark Project Coordinator helps maintain high standards of quality and consistency across all components of the Spark system, contributing to the overall success of Oregon's early learning quality improvement efforts.

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.

This position is funded through external grant support. Employment beyond the current funding period is not guaranteed and will depend on the availability of future funding and ongoing performance.

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

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- Bachelor's degree in Early Childhood Education or related field or a combination or related training/ education/ certification equivalent to 5 years of relevant professional work experience.
- 3-5 years of Professional work experience in childhood care and education (birth to age 12),

program/project administration and/or other relevant experience such as home visiting, state or federal government, CCR&R, human/social services, assessment work, or childcare licensing

- 3-5 years' Experience with program management
- 1-2 years' Experience providing responsive supervision to a staff of varied backgrounds
- 1-2 years' Experience in the use of common computer-based technology such as, Microsoft Office, Google Suite, web-based meeting software, etc.
- 1-2 years' Experience/knowledge in recruitment and retention best practices
- 1-2 years' Experience coaching, consulting or providing technical assistance
- 1-2 years' Experience working with childcare quality standards and quality rating and improvement systems
- 1-2 years' Experience in adult education and providing professional development
- 1-2 years' experience in the development of curricula, training materials and/or publications

How to Apply: Please upload the following required materials within the application portal.

Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

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. Complete and submit the Reference Check form, [available here](#) along with your application
5. Unofficial transcripts for the highest degree earned

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 status of this search, we encourage you to regularly visit our careers page at wou.edu/hr/employment/jobs/. Due to the high volume of applications we receive, we are unable to provide individual updates regarding the status of each application. We appreciate your understanding and sincerely apologize for any inconvenience this may cause. Thank you for your interest in employment at Western Oregon University.