



## Outreach and Engagement Coordinator (Spark)

<b>Recruitment #:</b>	S2613
<b>Review Date:</b>	Open   Open until filled
<b>Department:</b>	The Research Institute
<b>Salary Rate:</b>	\$80,400 - \$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:

Project Coordinators participate as a member of a collaborative team within The Research Institute. Project Coordinators have diverse roles across TRI. Each Project Coordinator has specific duties that include leadership responsibilities and 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 responsive, innovative best practices across their duties.

### Project Coordinators

- Work individually and collaboratively in a team environment
- Facilitate, participate, and contribute to program and Center meetings
- Provide technical assistance and 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 environment at TRI
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds

**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:

- 3–5 years of professional work experience in childhood care and education (birth to age 12), program/project administration, and related fields such as home visiting, state or federal government, CCR&R, human/social services, assessment work, or childcare licensing.

- 3–5 years of experience with program management, including planning, implementation, and oversight of early childhood initiatives.
- 1–2 years of experience providing responsive supervision to staff of varied backgrounds.
- 1–2 years of experience in the use of common computer-based technology, including Microsoft Office, Google Suite, and web-based meeting software.
- 1–2 years of experience/knowledge in recruitment and retention best practices.
- 3–5 years of experience coaching, consulting, or providing technical assistance to programs and staff.
- 1–2 years of experience working with childcare quality standards and Quality Rating and Improvement Systems (QRIS).
- 1–2 years of experience in adult education and providing professional development.
- 1–2 years of experience in the development of training materials and/or publications.
- 1–2 years of early childhood or related field work experience.
- 1–2 years of knowledge of TRI and statewide systems/databases, including CCRIS, FCCO, Wildflower, and the Child Care Safety Portal.

**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. Unofficial transcripts for your highest degree earned
5. 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](mailto: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/](http://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.*