



## Project Specialist, Bilingual Spanish (Spark)

<b>Recruitment #:</b>	S2612
<b>Review Date:</b>	Open   Open until filled
<b>Department:</b>	The Research Institute
<b>Salary Rate:</b>	\$68,200 - \$79,500

### 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 Specialists participate as members of a collaborative team working on a variety of projects within the TRI’s Center on Early Learning Support and Innovation. (CELSI). Project Specialists provide a continuum of services and products across the early learning system in Oregon. CELSI at the state level which requires specialized knowledge and skills as well as an ability to navigate change, emergent needs and the expectations of system work. Project 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.

### Project Specialist

- 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 CELSI 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

Project Specialist, Bilingual (Spark) will engage and support early learning system partners who provide services to early educators who speak languages other than English as well provide translation and interpretation in a culturally responsive manner. Bilingual staff may be asked to use both languages through all duties and activities as needed. Bilingual staff will provide translation and interpretation in a culturally responsive manner as needed for this position.

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**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 a related field, and/or 5 years of relevant work experience
- 3–5 years of experience using common computer-based technologies, including Microsoft Office, Google Workspace, and web-based meeting platforms
- 1–2 years of experience in translation and/or interpretation
- 1–2 years of experience communicating with system partners or working in customer service
- 1–2 years of experience providing technical assistance

**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.*