



Project Coordinator (Spark)

Recruitment #: S2625
Review Date: Immediate review | Closing on 5/7/26
Department: The Research Institute
Salary Rate: \$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 an emerging 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 Spark participant payments which come from multiple funding sources and with varying criteria, ensuring that systems and processes run efficiently, align with program goals and funder requirements. The Spark Project Coordinator offers leadership in the planning, coordination, and implementation of payment related 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.

[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 Administration, Business, Finance, or related field or a combination or related training/ education/certification equivalent to 5 years of relevant professional
- 5–7-years' Experience in program/project administration, financial systems and/or other relevant experience
- 3-5 years' Experience in the use of common computer-based technology such as Microsoft Office, Google Suite, web-based meeting software, etc.
- 3-5 years of Experience in Spark processes and procedures relating to provider payments
- 3-5 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 Demonstrated Knowledge of TRI and statewide systems and databases including CCRIS, FCCO, Wildflower and the Childcare Safety Portal
- 1-2 years' Experience working with child care quality standards and quality rating and improvement systems
- 3-5 years' Experience with tracking systems Formsite, and other financial tracking systems
- 1-2 years Experience providing responsive supervision to staff of varied backgrounds
- Flexible and able to adapt to changing priorities and emerging needs
- Skilled at managing multiple tasks while delivering high-quality work under tight deadlines
- Strong communicator with the ability to engage effectively with diverse individuals and groups, including providers, team members, program staff, and administrators
- Capable of working both independently and collaboratively within a team
- Applies systems thinking with strong attention to detail

How to Apply: Please upload the following required materials through the application portal. Incomplete applications will not be considered. Only include the materials listed below. If you have questions, contact employment@wou.edu.

Required Materials:

1. Completed WOU Employment Application form - [available here](#)
2. Cover letter outlining your qualifications and how they align with the position
3. Resume or CV
4. Unofficial transcripts for your highest degree earned
5. Reference Check form - [available here](#)
[Letters of recommendation may be shared during the interview process]

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 encourage you to visit our careers page at wou.edu/hr/employment/jobs/. Due to the high volume of applications received, we are unable to provide individual status updates.

Thank you for your patience and for your interest in employment at Western Oregon University.