



Project Specialist (Spark)

Recruitment #: S2627
Review Date: Immediate review | Open until filled
Department: The Research Institute
Salary Rate: \$68,220 - \$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 an emerging 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

Selected applicants must reside in the state of Oregon by the time of hire.

[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 childcare and education (birth to age 8 and/or other relevant experience such as home visiting, CCR&R, human/social services, assessment work, or childcare licensing)
- 1-2 years of Experience in the use of common computer-based technology such as Microsoft Office, Google Suite, web-based meeting software, etc.
- 1-2 years of Experience coaching, consulting or providing technical assistance
- 1-2 years of Experience in adult education and providing professional development
- Demonstrates flexibility and adapts effectively to changing priorities and emerging needs
- Manages multiple tasks while consistently delivering high-quality work under tight deadlines
- Communicates clearly and professionally with diverse individuals and groups, including providers, team members, program staff, and administrators
- Works effectively both independently and as part of a team
- Applies systems thinking while maintaining strong attention to detail

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
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.

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.