



We are pleased to announce that we are seeking qualified applicants for the position of **ADMINISTRATIVE AND FINANCE COORDINATOR**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 **Administrative and Finance Coordinator**
40 hrs/week, Mon-Fri, 250 days per year (pro-rated for remainder of 2021-22)

LOCATION: **Better Together/EL Hub Office, Redmond**

START DATE: As soon as possible

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, starting rate \$19.06-\$23.20/hr DOE
Benefits include family insurance package, sick leave and vacation, paid holidays, generous PERS contribution

QUALIFICATIONS: DEFINITION
The Administrative and Finance Coordinator position provides essential administrative and fiscal support to the staff team for the Early Learning Hub and is liaison to High Desert ESD business and administrative services. The person who fills this role will lead in ensuring the range of needs of the organization are met by implementing streamlined systems towards this end. This individual will be an integral member of the team and the work of the Early Learning Hub. They will need to bring an open mind and strong commitment to our mission of aligning people across sectors and across communities toward the vision that all young children and their families in Central Oregon are thriving. Our team is committed to a working culture rooted in trust, collaboration, shared leadership, embracing discomfort, continuous improvement, self-care and care for each other. It is critical to us that any new team member be driven by these same-shared values.



This position is employed by the High Desert ESD on behalf of the Early Learning Hub. While formally reporting to the Director, this person will work closely with and will be accountable to our team and stakeholders in administrative and financial coordination duties to ensure the mission of the organization is accomplished.

Please see attached job description for more information, qualifications and position responsibilities.

APPLICATION PERIOD: Closes 5:00pm, Monday, November 29, 2021

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Brenda Comini, 541.480.8993 or brenda.comini@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website www.hdesd.org) or via Recruit & Hire <https://highdesert.tedk12.com/hire/Index.aspx>
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 10/21/2021

DIRECTOR OF HUMAN RESOURCES
Posting # C21-22/141

ADMINISTRATIVE & FINANCE COORDINATOR – EARLY LEARNING HUB

Definition The Administrative and Finance Coordinator position provides essential administrative and fiscal support to the staff team for the Early Learning Hub and is liaison to High Desert ESD business and administrative services. The person who fills this role will lead in ensuring the range of needs of the organization are met by implementing streamlined systems towards this end. This individual will be an integral member of the team and the work of the Early Learning Hub. They will need to bring an open mind and strong commitment to our mission of aligning people across sectors and across communities toward the vision that all young children and their families in Central Oregon are thriving. Our team is committed to a working culture rooted in trust, collaboration, shared leadership, embracing discomfort, continuous improvement, self-care and care for each other. It is critical to us that any new team member be driven by these same-shared values.

This position is employed by the High Desert ESD on behalf of the Early Learning Hub. While formally reporting to the Director, this person will work closely with and will be accountable to our team and stakeholders in administrative and financial coordination duties to ensure the mission of the organization is accomplished.

Qualifications - Importantly, we recognize and honor that the qualifications required to excel in this position can come from a range of both professional and lived experiences. Below we describe what we believe to be important qualifications for a candidate to have while remaining open to the diversity of experiences that can lead to these skill sets. Position descriptions are often presented in a way that leaves qualified candidates feeling unwelcome, intimidated, uncomfortable, and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

- Passion for education and commitment to justice and equity for children, youth and families of all cultures, neighborhoods, income levels, demographics, and lived experiences
- Ability to take direction from a number of team members and then work autonomously to accomplish tasks and projects
- Experience coordinating multiple projects at a time
- Keen attention to detail and strong organizational skills
- Ability to independently solve problems and find solutions to questions that arise
- Excellent organizational and communication skills
- A creative self-starter that is comfortable with ambiguity and improvisation
- Eagerness for continued learning and development
- Knowledge and/or experience with coordinating and managing finances, QuickBooks experience a plus
- Knowledge and/or experience in an administrative position
- Expertise with Microsoft Suite, including excel, word, power point, google applications
- Work location is at the BT-ELH office in Redmond, but requires travel throughout the Tri-county area (Crook, Deschutes, Jefferson and Confederated Tribes of Warm Springs).
- Must be able to bend, stoop and lift up to 50 pounds.
- Must have access to reliable transportation and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Classification Classified

Reports To Early Learning Hub Director

Performance Responsibilities

Community and Stakeholder Relations

30%

- Creating a welcoming environment in our office as the front desk representative and first point of contact for community members and partners
- Coordinating and scheduling meetings between multiple partners
- Manage email lists and communications for stakeholder workgroups
- Manage and create website and social media updates
- Attending relevant meetings and recording and finalizing board minutes and meeting notes
- Answering phones, taking messages, checking and responding to mail and/or ensuring it gets to the right team member

Fiscal Coordination, Contracting and Program Reporting

40%

- Preparing board, committee or initiative financial reports
- Tracking and paying invoices on a timely cycle
- Making and tracking purchases
- Assist the Hub Director with drafting and coordinating agreements and contracts between the Early Learning Hub and partners
- Management of Early Learning Reporting System (ELRS) quarterly program and fiscal reporting for Hub investments and initiatives

Program and Project Support

15%

- Coordinating enrolment for the Imagination Library, Bright by Text and other projects as they arise
- Writing and coordinating reports and ensuring timely delivery to funders and partners
- Creating presentations, handouts, email communications, additional materials as needed
- Coordinate with Team members to implement community engagement activities and events

Administrative Support to Team and Professional Development

15%

- Acting as the liaison between our staff team and High Desert ESD administration, including coordinating mileage reimbursements, travel reimbursements, etc.
- Booking meeting rooms, travel arrangements, and other reservations as needed
- Managing administrative contracts and arrangements for the office including copy machine supplies and maintenance, etc.

OTHER RESPONSIBILITIES AS ASSIGNED

The nature of the Early Learning Hub is such that our priorities and strategies are family, partner driven, and evolving in the development of an early learning system, which leads at any time to the evolution of new initiatives and the close of current ones. The Administrative and Finance Coordinator will need to be flexible and responsive to this organic and evolving nature of the work and be ready to take on new duties as necessary.

Terms of Employment Salary, benefits, and vacation are established by policy and collective bargaining contract.