



We are pleased to announce that we are seeking qualified applicants for the position of **COORDINATED ENROLLMENT PROJECT MANAGER**

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 **Coordinated Enrollment Project Manager**
40 hrs/week, Mon-Fri, 250 days per year

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

START DATE: As soon as possible

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, starting range \$25.06 - \$30.51/hr
Benefits include family insurance package, sick leave and vacation, paid holidays, generous PERS contribution

QUALIFICATIONS: DEFINITION

The Project Manager works with partners across sectors to manage key Early Learning Hub initiatives, including Coordinated Enrollment for Early Care and Education Programs, management of the UpStart web-based school readiness program, Grow! Central Oregon Kids website with parent/child development resources and additional initiatives as designated. The Project Manager will use the Collective Impact model and other continuous improvement strategies to manage multiple projects, implement strategies identified by the Early Learning Hub and partners, lead collective partnerships towards shared outcomes, and manage all aspects of initiatives under manager supervision from beginning to end. This role will require strong self-direction, intentional and consistent connection to partners, and the ability to connect multiple perspectives and values to shared community level outcomes.

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

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.



APPLICATION PERIOD: Closes 5:00pm, Friday, July 29, 2022

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 D website www.hdesd.org or via Recruit & Hire <https://highdesert.tedk12.com/hire/Index.aspx>)

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Manager
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 D, 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 D requires employee's wages be paid via direct deposit to a bank account or paycheck.

APPROVED: 7/18/22

DIRECTOR OF HUMAN RESOURCES
Posting # C22-23/114-6117

Coordinated Enrollment Project Manager

Definition

The Project Manager works with partners across sectors to manage key Early Learning Hub initiatives, including Coordinated Enrollment for Early Care and Education Programs, management of the UpStart web-based school readiness program, Grow! Central Oregon Kids website with parent/child development resources and additional initiatives as designated. The Project Manager will use the Collective Impact model and other continuous improvement strategies to manage multiple projects, implement strategies identified by the Early Learning Hub and partners, lead collective partnerships towards shared outcomes, and manage all aspects of initiatives under manager supervision from beginning to end. This role will require strong self-direction, intentional and consistent connection to partners, and the ability to connect multiple perspectives and values to shared community level outcomes.

Qualifications

- A deep commitment to addressing disproportionality in student outcomes that exists across race, ethnicity, disability status, income, geography, and language
- At least 5 years of combined education and/or work experience in the public and/or non-profit sector and in project coordination/management;
- Experience coordinating multiple projects, grants, and reporting systems simultaneously;
- Ability to strongly support partners across racial, cultural, class, and gender differences;
- Knowledge and/or experience with service-learning, non-profit, and early care and education community partnerships;
- Program coordination and management;
- Excellent organizational and communication skills;
- Experience leading teams and facilitating cross sector stakeholder groups;
- Experience managing multiple relationships with stakeholders that represent a broad cross-section of the community through a strong ethic of customer service, professionalism, and integrity.
- Ability to take direction from a number of partners and sources and then work autonomously to get the work done.
- A creative self-starter that is comfortable with ambiguity and improvisation.
- Passion for early education, family advocacy and commitment to justice and equity for children, youth and families of all cultures, neighborhoods, and demographics.
- Expertise with Microsoft Suite, including excel, word, power point, and google.
- Valid Driver's License required. Must have access to reliable transportation, and consistent attendance is required.
- Preference given to bilingual Spanish language skills
- The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected.
- 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 Director Early Learning Hub

Performance Responsibilities

Works closely with Early Learning Director, Family Engagement/Partnership Team members and stakeholders to develop and implement a system of eligibility and enrollment for early care and education programs in Central Oregon, with goal of 100% funded enrollment for assigned programs in accordance with parent choice, prioritizing criteria and state established regulations and guidelines, including:

- Leading the design and implementation strategy beginning with publicly funded preschool programming including development of HIPPA/FERPA compliant forms and processes of enrollment with engagement and endorsement of regional stakeholders;
- Coordinates and conducts eligibility screening and selection of families into the Preschool Promise program, including income verifications, and the application/eligibility process for the selected Preschool Promise Provider.
- Develop relationships with local providers of publicly funded programs to coordinate eligibility, recruitment, and enrollment;
- Lead development and implementation of a marketing strategy to recruit eligible families and ensure maximized program enrollment, including participation in community events, brochure development, social media campaigns, local advertising and targeted outreach to regional businesses;
- Lead design and maintenance of newly launched Grow Central Oregon Kids website with parent/family early care and education resources;
- Serves as a liaison between families, providers, and community resources for families, and promotes community resources, events and related activities to families.
- Contributes to Early Care and Education Sector planning, including data on family experiences/needs and analysis for the purposes of improving program quality and response;
- Builds trusting, positive relationships with families and help connect them to community resources.
- Responsible for the complete and accurate collection, entry, reporting and maintenance of data, records and reports, including maintenance of FERPA/HIPAA compliant providers and child/family records.

- Leads the implementation and maintenance of SchoolMint Registration and Selection software and Bright By Text Messaging service for the Central Oregon Region.

DUTIES INTEGRATED ACROSS INITIATIVES

Compile and maintain records, reports, and documentation of initiative activities for use in program evaluation and as required by investment partners.

OTHER RESPONSIBILITIES AS ASSIGNED

The nature of the Early Learning Hub is such that our priorities and strategies are partner driven and evolving in the development of an early learning system, which leads at any time to the rise of new initiatives and the close of current ones. The Project Manager 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 the collective bargaining agreement.