



We are pleased to announce that we are seeking qualified applicants for the position of
CENTRAL OREGON REGIONAL EDUCATOR NETWORK (COREN)
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 **Central Oregon Regional Educator Network (COREN) Project Manager**
40 hours/week, Mon-Fri, 220 days/year

LOCATION: **High Desert Regional Education Center, Redmond**

START DATE: As soon as possible

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

QUALIFICATIONS: **DEFINITION**

The Project Manager works internally and with partners across sectors to manage key COREN initiatives, including Grow Your Own grant projects, collaborative events, cross-sector professional development, financial and budget maintenance, and additional initiatives as designated. The Project Manager manages multiple projects, implements strategies identified by COREN and partners, leads collaborative partnerships towards shared outcomes, and manages all aspects of initiatives under manager supervision from beginning to end. This role requires strong self-direction, intentional and consistent connection to partners, and the ability to connect multiple perspectives and values to shared community level outcomes.

We are committed to finding the best candidate for the position. Candidates of color are encouraged to apply, and we prioritize candidates who are bilingual/biliterate. High Desert ESD is committed to building a culturally diverse and inclusive environment. The candidate may be one who comes from a background outside of the K-12 environment or who is a seasoned K-12 professional educator. We encourage you to apply, even if you don't meet every qualification. For more information, please contact the hiring manager, Kimberly Strong to discuss the qualifications needed for success.

Please see attached job description for additional information and responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
 Kimberly Strong, 541.639.9799, kimberly.strong@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>
- Three (3) professional letters of recommendation

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 paycard.

APPROVED: 7/20/2022

DIRECTOR OF HUMAN RESOURCES
Posting # C22-23/120

Central Oregon Regional Educator Network (COREN) Project Manager

Definition

The Project Manager works internally and with partners across sectors to manage key COREN initiatives, including Grow Your Own grant projects, collaborative events, cross-sector professional development, financial and budget maintenance, and additional initiatives as designated. The Project Manager manages multiple projects, implements strategies identified by COREN and partners, leads collaborative partnerships towards shared outcomes, and manages all aspects of initiatives under manager supervision from beginning to end. This role requires 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 the educator workforce that exists across race, ethnicity, disability status, income, geography, and language
- At least 5 years of combined education and/or work experience in project coordination/management
- Experience coordinating multiple projects, federally funded grants, and reporting systems simultaneously
- Ability to strongly support COREN partners across racial, cultural, class, and gender differences
- Program coordination and management
- High level of competence in managing outcome-based data system
- Strong analytical and financial skills
- Excellent organizational and communication skills
- Bilingual and biliterate candidates highly preferred
- Experience managing multiple relationships with stakeholders, including the COREN Coordinating Body, who represent a broad cross-section of the community through a strong ethic of serving educators, professionalism, and integrity
- Ability to take direction from a number of partners and sources and then work autonomously to complete projects
- A creative self-starter that is comfortable with ambiguity and improvisation
- Passion for public education and commitment to justice and equity for educators, youth and families of all cultures, neighborhoods, and demographics
- Expertise with all Google applications
- Valid Driver's License required. Must have access to reliable transportation, and consistent attendance is required.
- 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 of Teacher and Student Engagement

Performance Responsibilities

Grow Your Own (GYO) Grant Coordinator (50%)

Convenes and facilitates a group of GYO decision makers; Plans and executes marketing strategies for GYO opportunities; liaises with ESD business office and various higher ed institutions; Closely monitors budget and provides updates to stakeholders and decision making team; Communicates regularly with, and supports funding recipients; Tracks outcome data; Drafts required reports with support in accordance with established timelines; Interfaces with Educator Advancement Council and state leadership regularly

COREN/GYO Financial Management (15%)

Manages all aspects of COREN financials; Makes purchases, allocates and tracks team spending; Creates Memorandums of Agreement, Purchase Orders, and tracks invoices; Monitors budgets and financial accounts closely; Notifies supervisor of any budget related issues; Communicate regularly with all fiscal partners to ensure transparency and timely payment

Event Coordinator (15%)

Plans and executes event logistics for professional learning and community events in a timely and detail oriented manner: secures facilities, creates content for marketing materials, orders and organizes necessary supplies, communicates with vendors and participants, manages registration details and follow up.

Communications Liaison (10%)

With assistance, training, and guidance from a communications specialist, creates content for various stakeholder newsletters and communications, maintains accurate information on the program website, professionally and kindly provides frequent informal communication with partners.

Other Responsibilities as Assigned (10%)

COREN projects are shaped and changed by the needs of teachers, our partner districts, and the community we serve, 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.