



Job Announcement

P3 Coordinator

Coos Bay, OR

Full-Time, Exempt; Salaried \$45,000 - \$52,000 DOE

PRIMARY PURPOSE:

Coordinate the efforts of regional early learning and school district programming. Efforts will focus on building systems and supports to improve long-term outcomes for children prenatal through third grade in alignment with project work plans, Hub goals, and other funding rules and regulations.

Knowledge/Skill/Experience Required:

- Associate's Degree in Early Childhood, Elementary Education, Human Services, or related field required.
- Bachelor's Degree in Early Childhood, Elementary Education, Human Services, or related field preferred.
- Three years of experience with working with early learning or K-12 education programs preferred.
- Three years progressively responsible professional experience which demonstrates significant supervisory and administrative responsibilities preferred.
- Must be enroll in the Oregon Department of Education-Child Care Division Central Background Registry at time of hire and update it as required.
- Ability to make independent decisions in accordance with established policies and use initiative/judgment in carrying out tasks and responsibilities.
- High level of skill in office procedures and practices with the ability to use multiple computer software, spreadsheet/database, e-mail programs, and web browsers.
- Ability to understand and communicate effectively in both verbal and written form, the policies, procedures, and requirements of Early Learning programs and providers, K-12 school districts, and systems change processes.

Contact ORCCA Human Resources at

541-435-7090 / hr@orcca.us

CLOSES: May 14th, 2018