

Education Northwest Jobs

Senior Advisor – Technical Assistance, Portland, OR, United States

Center for Strengthening Education Systems - Position Numbers 14-18

Level 12

Position will remain open until filled.

Description

This position contributes to Education Northwest by coordinating and providing direct technical assistance to state and local educational agencies. Successful performance of this job requires the ability to collaborate effectively with educators across different organizations and levels of the educational system and with other Education Northwest staff.

Duties

- Lead and conduct all aspects of technical assistance projects, including project planning and coordination
- Build strong relationships with external clients in the Northwest region by providing problem-solving, capacity-building technical assistance, and evidence-based practices
- Initiate and negotiate new and ongoing contracts
- Collaborate with other Education Northwest staff to design and develop new products and services based on research and evidence
- Write about lessons learned through field experiences supporting the implementation of evidence-based practices
- Disseminate research-based information through presentations, technical assistance, telephone, and face-to-face consultations and electronic communications
- Perform other duties as assigned

Professional Qualifications

- Masters degree in education, public policy, applied social sciences or related field
- Excellent small and large group facilitation and communication skills
- Willingness and capability to work as part of a team
- Strong ability to communicate technical topics to non-technical audiences
- Knowledge and experience developing and implementing literacy programs or services preferred
- Experience working with state and district data systems and knowledge of enterprise data management systems/tools preferred

- Three years demonstrated ability to build and leverage working relationships with a variety of stakeholders in education agencies for conceptualizing and executing evaluation and technical assistance projects
- Three years demonstrated experience using data and evidence to drive decisions and actions

Problem Solving

- Prioritizing personal work to meet deadline requirements, including due dates for multiple, time-sensitive deliverables
- Selecting educational resources to use in daily work and team contributions.
- Tailoring presentations, facilitation methods, and educational products to meet educator and community audiences
- Developing projects, materials, and products that are consistent with the organizational approach
- Identify effective strategies for collaborating with employees for the completion of projects

Accountability

- Perform at Education Northwest quality standards
- Overall work is reviewed during annual performance evaluation and periodic discussion with supervisor
- Accomplish performance objectives and project goals in self-directed manner with minimal oversight

Physical Demands/Conditions

- Position based in Portland, Oregon. Must reside in greater Portland area or be willing to relocate
- Sit for prolonged periods of time, finger dexterity for the operation of a personal computer, operate a telephone, frequent interruptions to concentration, interact with a wide range of clients and co-workers
- Ability to travel on overnight stays out of state
- Ability to travel by car, plane or common carrier for out of state and rural travel.
- Ability to transport and/or handle moderate sized packages and materials (up to 35 pounds)