POSITION TITLE: Program Specialist
POSITION LEVEL: Full Time (1.0 FTE)
LOCATION: Federated States of Micronesia
REPORTS TO (POSITION): Chief Programs Officer

POSITION DESCRIPTION

PREL is an independent, nonprofit organization with staff in Hawai‘i, American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, the Republic of the Marshall Islands, the Republic of Palau, and the Federated States of Micronesia: Chuuk, Kosrae, Pohnpei, and Yap. Throughout the Pacific, PREL collaborates with schools, agencies, and communities to transform schooling and promote dynamic reciprocal learning communities built on strong social and cultural capital.

The Program Specialist works with PREL staff and partner organizations to provide state educational agencies (SEAs) and other education stakeholders with high-quality, relevant, and useful information, resources, tools, and consultative expertise so that they have increased capacity to lead and sustain initiatives that result in increased equity and improved outcomes for all students. The ideal candidate will have at least three years of experience providing consulting and technical assistance for schools and school systems—particularly in the areas of family/community engagement and place-based education—to strengthen outcomes for all students. The ideal candidate will also be able to effectively manage complex projects and strict timelines, plan and implement capacity building projects, and provide outstanding client services.

This position is primarily for work within federally funded programs and will be responsible for contributing to multiple projects. Candidates should be familiar with education practice, policy, and research associated with one or more of the following areas: family and community engagement, bilingual/multilingual teaching and learning; migrant education, place-based education, and distance learning/continuity of learning.

REQUIRED QUALIFICATIONS

- Associate degree in education, public policy, or related field
- At least 3 years of progressively responsible and aligned work experience within an education organization with a track record of developing organizational and human capacity
• Experience in supporting and advancing complex projects to ensure on-time and on-budget completions
• Demonstrated experience in providing capacity building services to clients, such as professional development, strategic planning, consultation on policy development and implementation
• Experience in designing and supporting projects related to school, SEA, and or community improvement with a focus on equity, special populations (e.g., English learners), educator effectiveness, diversifying the educator workforce, community engagement, and/or culturally sustaining practice
• Experience in working with clients from public, private, and informal education organizations, and maintaining relationships characterized by respect and trust
• Experience in developing resources that add value for education stakeholders and support them to reach their goals for improved education systems and outcomes
• Desire to and experience in serving as a collaborative member of a team to implement culturally sustaining, evidence-based, and results-oriented technical assistance, treating all staff and clients respectfully

PREFERRED QUALIFICATIONS

• Skill set in distance/hybrid capacity-building or professional development
• Experience working in the Pacific region
• Experience working with English learners, dual language learners, migrant populations, and/or students in rural and remote areas
• Experience managing and providing technical assistance focused on promoting culturally sustaining practices, educational excellence, and equity
• Expertise and a successful track record working within SEA or as a technical assistance provider to SEAs and to have extensive understanding of the structure, operations, and policies that impact school systems
• Strong oral and written communication skills
• Ability and desire to learn on-the-job, give and receive constructive feedback, and grow into new roles and responsibilities as the work demands
• Comfort working in contexts of ambiguity and uncertainty
• Ability to work on a flexible schedule and travel up to 25% (5–7 days/month)

JOB CONDITIONS

Working Conditions: PREL’s contract environment requires the ability to effectively plan and meet short timelines and changing conditions. Strong staff collaboration in work assignments is a standard at PREL. PREL maintains secure air-conditioned offices with accessible restroom and kitchen facilities.
Days/Hours of Work: Monday through Friday, 8:00 a.m. to 4:30 p.m. full time staff will spend no less than 40 office hours per week as dictated by the needs of the programs and organization functional work. Part-time and/or specific work schedules (e.g., telecommute) to be negotiated with supervisor per the organization’s operational needs. This is an exempt position and requires availability beyond office hours, including weekends and evenings as necessary.

Physical and Mental Demands
- Requires occasional lifting and moving of items up to 50 pounds for short distances with or without accommodation
- Requires the consistent and professional use of judgment and discretion
- Requires the ability to work with minimal supervision in a deadline driven environment
- Requires high levels of collaboration and cooperation with colleagues and vendors

Communication Demands: Excellent communication skills are required for this position. Requires routine and ongoing communication with a diverse staff and clientele, both orally and in writing.

TERMS OF EMPLOYMENT

Employment is “at will” and can be terminated at any time, either by the employee or PREL, with or without cause or reason and with or without notice.

Note: The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

SALARY

Commensurate with experience and qualifications.

APPLICATIONS

Please submit a cover letter, resume, and completed PREL Employment Application to:
Email: hrcoordinator@prel.org
Fax: (808) 441-1385

Address: Pacific Resources for Education and Learning Attn: Ms. Bernie Frank
119 Merchant St #402
Honolulu, HI 96813
Download the PREL Employment Application

PREL will begin reviewing applications on June 25, 2021.

PREL is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, PREL does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs.

PREL is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request an accommodation, please contact PREL’s human relations office at hrcoordinator@prel.org.