



POSITION TITLE: Senior Specialist
POSITION LEVEL: Full Time (1.0 FTE) or Part Time (0.5 FTE)
LOCATION: Open, preferably Hawai'i or U.S.-Affiliated Pacific Islands
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 (CNMI), Guam, the Republic of the Marshall Islands, the Republic of Palau (Palau), and the Federated States of Micronesia (FSM): 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.

PREL seeks an experienced leader with a commitment to supporting equity & excellence, and with a deep understanding of evidence-based practices, systems building, and change management. A significant portion of this position will be dedicated to advancing the work of the Region 18 Comprehensive Center (R18CC). R18CC serves the CNMI, the FSM, Guam, and Palau. R18CC is one of 19 federally funded regional centers in the Comprehensive Center Network. The R18CC portfolio of work includes using evidence-based practices to systemically improve education policy and practice. Recent projects have centered on serving multilingual and multicultural students, enhancing early learning, strengthening accountability and assessment, supporting school improvement, teacher induction and mentoring, strategic planning, strategic resource allocation, accountability and assessment, and many others.

This position is primarily for work within federally funded programs and will be responsible for contributing to multiple projects.

The ideal candidate will possess the following professional profile:

- Strategic thinker with deep working knowledge of national and state education policy and programs.
- Extensive experience in leading and managing high-leverage, high priority education initiatives with a systems-change orientation, ideally with experience managing federally funded multiyear/multisite projects.

- Knowledge of the R18CC regional contexts, which includes Indigenous communities, sociopolitics, languages, cultures, geography, climate and climate change impacts, and others.
- Demonstrated success working within or alongside state education agencies (SEAs) to increase educational opportunity and improve outcomes for students and communities.
- Experience providing professional learning, leading communities of practice, and/or facilitating stakeholder groups to inform policy.
- Experience in exploring the critical connections between equity and inclusion and in creating connections to support the whole person in education.
- Substantial experience in providing consultation and coaching to education administrators, teachers, principals, and supporting staff within SEAs.
- Ability to travel (4–6 times per year primarily within Region 18 and to Washington, D.C.).

The following professional profile elements are **highly preferred** in the ideal candidate:

- Experience with diplomatically addressing challenging political contexts.
- Extensive experience in K–12 education, technical assistance, systems change, strategic planning, and project management.
- Skill in strategic planning, problem solving, collaboration, and facilitation.
- Astute at centering principles of equity, inclusion, and belonging in capacity-building technical assistance projects, policy application, and organizational practices.
- Work productively with diverse staff, colleagues, and clients from across the organization and across the Pacific in a collaborative, team-orientated fashion.
- Experience or interest in working within an Indigenous or non-Western research framework or praxis.
- Speaking and writing skills in a non-English language, preferably a Pacific Island language.
- CNMI, FSM, Guam, or Palau resident preferred (local office location, with options for remote or hybrid arrangement, working some days in the office and some days remotely).

RESPONSIBILITIES

- Design and lead capacity-building technical assistance services to support SEAs in the implementation and scaling-up of evidence-based programs, practices, and interventions.
- Participate in ongoing conceptualization, development, refinement, and delivery of in-person and virtual professional learning and coaching.

- Establish and maintain ongoing communication with clients and partners to identify needs, develop work plans, and monitor progress on meeting intended outcomes.
- Ensure that technical assistance and work products are appropriate to local context and need and are accessible to a diverse range of clients and stakeholders.
- Manage projects to ensure deliverables are completed on time and within budget; this requires tracking and reporting progress toward milestones and outcomes; monitoring project needs, risks, and challenges; and coordinating and communicating with the project director and finance director.
- Collaborate with PREL colleagues to contribute to strategic business development opportunities, including leading teams to respond to requests for proposals and leveraging networks to grow new projects and programs.

QUALIFICATIONS

- Advanced degree (masters or higher) or equivalent education and experience in a relevant area (e.g., education, social sciences, etc.) are highly desirable.
- At least five years of experience working at school, district, regional, and/or SEA-levels with a track record of developing organizational and human capacity.
- Expertise in K–12 educational issues and knowledge of the needs of education policymakers and practitioners, particularly related to achieving equitable opportunities and outcomes for all students.
- Experience providing technical assistance, professional learning, leading communities of practice, and/or facilitating stakeholder groups to inform policy.
- Exceptional verbal and written communication skills; ability to positively influence and motivate others toward a shared goal or action.
- Strong leadership and collaboration skills (internally, externally, and virtually).
- Ability to help build and cultivate partnerships with clients and strategic persons in government, community-based organizations, private foundations, non-profit organizations, research and development firms, universities, and other entities to support business development.
- Proven track record of understanding structural barriers to success and implementing strategies that improve conditions and outcomes for low-income and vulnerable students—particularly in rural and remote areas and Indigenous communities—in ways that contribute to assets-based narratives of student success.
- A commitment to excellence and equity and having an impact on the lives of children.

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, holidays, and evenings as necessary.

Physical and Mental Demands

- 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, with the ability to pivot to different modalities as needed to ensure clear, effective, and transparent communication.

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.

Must be authorized to work in USA (visa sponsorship not available).

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. Salary range for this position is \$67,867 to \$110,669 (reflecting various place-specific rates)

APPLICATIONS

Please submit a cover letter, resume, and completed PREL Employment Application to: hrcoordinator@prel.org

Address: Pacific Resources for Education and Learning
Attn: Ms. Maria Roca
119 Merchant St #402
Honolulu, HI 96813

Employment application is available at <https://prel.org/wp-content/uploads/PREL-Employment-Application.docx>

PREL will begin reviewing applications on July 31, 2023, and will continue until the position is filled.

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 resources office at hrcoordinator@prel.org.