



POSITION TITLE: Senior Specialist
POSITION LEVEL: Full Time (1.0 FTE) or Part Time
LOCATION: Hawai'i or U.S. Affiliated Pacific Islands
REPORTS TO (POSITION): Director of Research, Policy & Government Relations

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 Senior Specialist is a results-driven leader that is committed to dramatically improving outcomes for students across the Western Pacific. Strong candidates have deep knowledge of research, practice and policy related to school and district improvement and turnaround, combined with demonstrated success in leading such efforts in the field. Candidates should be familiar with education practice, policy, and research associated with one or more of the following areas: Indigenous education; migrant education; bilingual/multilingual teaching and learning; family and community engagement; trauma-informed practices; social-emotional learning; or rural and remote education. Qualities of innovative thinking, proactive leadership, and collaboration across projects are essential to success in this position.

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

REQUIRED QUALIFICATIONS

- Master's degree in education, social sciences, or related field
- Understanding of education research related to improving schools and school systems and familiarity with education policy analysis and development
- Experience working in the Pacific region, particularly within education systems or government agencies
- Experience providing technical assistance to state/local education agencies to build capacity to implement research findings and evidence-based continuous

improvement practices that promote cultural sustainability, educational excellence, and equity

- Experience in project management, including sequencing project tasks, setting personal and team priorities, adhering to team deadlines, and moving seamlessly between prioritized tasks
- Familiarity with federal technical assistance, research, and evaluation competitions with the U.S. Department of Education, National Science Foundation, U.S. Department of the Interior, Institute of Museum and Library Services, or other funders
- Demonstrated ability to independently prepare and disseminate high quality written products for a variety of audiences, including technical, academic, and public audiences; products could include but are not limited to academic journal articles, research reports, literature reviews, annotated bibliographies, policy briefs, memos, and slide decks
- Ability to collect, analyze and synthesize data and lessons learned from internal proposal debriefs and peer reviews to help strengthen and refine PREL's proposal development strategy
- Strong editing skills and attention to detail applied to a variety of informational products, ensuring clarity, access, grammatical correctness, appropriate reading level, and consistent with style guides
- A commitment to excellence and equity and having an impact on the lives of children

PREFERRED QUALIFICATIONS

- Experience working with English learners, dual language learners, multilingual learners, migrant populations, and /or students in rural and remote areas in preK-12 settings
- Skill set in distance/hybrid capacity-building or professional development
- Demonstrated experience with qualitative or quantitative research methods or applied research strategies
- Experience or interest in working within an Indigenous / non-Western research framework or praxis
- Speaking and writing skills in a non-English language, preferably a Pacific Island language
- 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 with ambiguity and adaptation, and commitment to ongoing learning, innovation, and meaning making

- Ability to effectively work and collaborate across differences, including race/ethnicity, gender, and culture, and willingness to engage in honest conversations
- Ability to work on a flexible schedule and travel up to 15% with a valid passport

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 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.

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 Senior Specialist is \$49,867.89 to \$124,669.74.

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

[Download the PREL Employment Application](#)

PREL will begin reviewing applications on January 13, 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.