



CHILD CARE ALLIANCE OF LOS ANGELES
California Early Care and Education Workforce Registry
OUTREACH COORDINATOR

JOB ANNOUNCEMENT

Position Title: Outreach Coordinator
Reports To: Registry Operations Manager
FLSA Status: Non-Exempt
Date Released: May 17 2018

Summary

The Child Care Alliance of Los Angeles is seeking an Outreach Coordinator who will be responsible for recruiting early care and education (ECE) professionals to the California Early Care and Education Workforce Registry (the Registry). The Outreach Coordinator will work in close collaboration with the Operations Manager in creating and disseminating outreach materials and promoting the Registry at various community venues and events with the goal of increasing Registry participation.

The Registry is a state-wide information system that serves the early care and education (ECE) workforce as well as researchers and policy makers. It collects, verifies and records demographic, education, training, and employment data about the ECE workforce. Additionally, it provides an online interface for users to track and promote their professional skills and development in the ECE field. Registry data will be used for many purposes including planning professional development programs for individuals in the workforce, policy development and decision making, accountability, and evaluation.

The Outreach Coordinator will serve as the point of contact for child care programs and providers interested in using the Registry to further their professional growth and development. The Outreach Coordinator will support child care providers in creating Registry accounts and utilizing the interface through information sessions, enrollment workshops, and technical support. The Outreach Coordinator will also collaborate with local Resource and Referral agencies, project stakeholders, and community partners to further integrate the Registry into professional training systems in LA County.

The Outreach Coordinator will play a role in ensuring continued participant support, communication with external community partners and stake holders, and dissemination of Registry-related information throughout the ECE community in LA County.

Qualifications

- BA/BS degree in Child Development, Early Childhood Education, Psychology, Education, Human Development, Sociology, or a related field or equivalent experience or any combination of education and experience which would enable the candidate to successfully perform the functions of the position, required
- Bilingual – Ability to speak, read and write in English and Spanish, required.
- Related work experience in Child Development, Social Work, Psychology, Human Services, Family Studies, Sociology or related field.
- Understanding and knowledge of the professional development and educational needs of early care and education (ECE) providers



- Experience working with data systems and data entry
- Ability to work collaboratively with others at all levels of an organization
- Experience and ability to work well with diverse client populations
- Adept with Microsoft Outlook, Word, Excel, Publisher, and Power Point
- Detail-oriented with effective organizational and time-management skills
- Good problem solving skills
- Strong presentation skills in English and Spanish
- Previous experience developing and translating outreach materials
- Ability to exercise confidentiality, discretion, and good judgment
- Strong written and verbal communication skills
- Knowledge of LA County community resources
- Valid CA driver's license and insurance coverage which meets CA standards

Essential Duties and Responsibilities

- Work in close collaboration with the Registry Operations Manager to increase Registry participation and support ongoing improvements to ensure project success
- Develop and implement the Registry outreach plan and promotional materials to recruit new Registry participants, such as flyers, email newsletters, and user guides. Translate materials if needed.
- Establish and maintain contact with professional connections and Registry participants to achieve optimal outreach effectiveness
- Collaborate with community based organizations, colleges/universities, and other agencies to promote the Registry at community events, distribute marketing materials to ECE professionals across the Los Angeles area, and provide technical support to Registry users.
- Coordinate with local Resource and Referral agencies to develop and conduct Registry-related trainings
- Provide technical assistance to training organizations using the Registry Training Module to publicize professional trainings and track participant training progress
- Assist with processing Registry participant's various educational, professional development, and employment documents and accurately enter data; maintain data security and confidentiality protocols and follow data entry processes and procedures
- Document progress and maintain data on outreach efforts and participant utilization rates
- Assist with writing reports and disseminating project information as required and/or necessary to Registry funders and community partners
- Represent CCALA and the ECE Workforce Registry at meetings as needed for the purposes of promoting the Registry and generating community support and participation
- Perform other duties as assigned by the Registry Operations Manager

Salary Range

Competitive salary, commensurate with prior experience, education and abilities. The programs referenced in this job announcement are contingent upon grant funding.

Salary Range: \$22.70/hour – 23.68/hour



For immediate consideration, send resume, cover letter and salary history to:

Fiona Stewart, Program Director

fiona.stewart@ccala.net

Child Care Alliance of Los Angeles

815 Colorado Blvd, Suite C

Los Angeles, CA 90041

Email submissions only. No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position. The programs referenced in this job announcement are contingent upon grant funding.

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.

The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.

For more information about the Child Care Alliance of Los Angeles please visit our website at

<http://www.ccala.net/>