



**CHILD CARE ALLIANCE OF LOS ANGELES
SPECIAL PROJECTS MANAGER
Job Description**

Job Title: Special Project Manager
Reports To: Program Director
FLSA Status: Exempt
Location/Classification: Hybrid - Remote flexible (Los Angeles based)
Effective Date: June 2023

SUMMARY

The Special Projects Manager is responsible for the management, support, development, implementation, and monitoring of activities that support the special projects of the Child Care Alliance of Los Angeles (CCALA). The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent, and quality early learning and care throughout Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children.

The Child Care Alliance of Los Angeles has several projects in progress with various funders and partner agencies. These projects are focused on providing increased information and support to child care providers and families and the agencies that serve them. Working closely with CCALA departments, partners, and stakeholders, the Special Projects Manager will implement, monitor coordinate, and support the Parent Café project, the Trauma-Informed Care Training and Coaching Cohort project, the Home-Based Child Care initiative and other agency project management activities.

DUTIES AND RESPONSIBILITIES

- Manage the implementation of the Trauma-Informed Care (TIC) Scope of Work (SOW), Parent Café project Scope of Work (SOW), and Home-Based Child Care project activities, meetings, and strategies.
- Supervise project staff as needed.
- Monitor and track project Scopes of Work and project deliverables.
- Develop and coordinate project and meeting materials, presentations and resources as needed to support the process.
- Manage and coordinate project logistics including scheduling and planning of meetings and activities.
- Maintain effective communication and work closely with agency staff, collaborative partners, stakeholders and others to ensure effective program implementation and achieve project deliverables.
- Use databases or other systems to document program data to share with funders and stakeholders and for use in required reports.
- Oversee and manage project budgets including the tracking and dissemination of stipends to implementing partner agencies and project participants.
- Oversee and manage the preparation of timely, accurate reports to funders and others.
- Manage and/or participate in program and project events as needed to help maintain CCALA and project visibility with funders and other current and potential stakeholders.
- Attend designated community meetings, trainings, conferences, and other meetings, as needed.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in child development, early childhood education, or related field.
- Minimum of 5 years of relevant experience including project coordination or management.
- Experience developing, coordinating and facilitating project activities.
- Knowledge of early care and education/child care systems, approaches, and opportunities.
- Working knowledge of the Los Angeles childcare delivery system and childcare provider population including approaches, challenges, and issues.
- Previous experience which demonstrates effective decision-making skills and ability to develop and implement programs.
- Experience tracking project activities, funds, information and data and reporting project progress.
- Effective time management and organizational skills including the ability to determine priorities, work independently, work with deadlines, and work with great attention to detail.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Effective problem solving, written and verbal communication skills.
- Effective computer skills, including experience with Windows, databases, word processing, spreadsheet software and Google suites.
- Comfortable with using virtual platforms (such as Zoom, Microsoft Teams) to convene and conduct virtual meetings.
- Experience and comfort with group processes and collaborative program building approaches.
- Ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team with colleagues and with staff from different agencies.
- Ability to be flexible, innovative and adapt to the changing needs of the program and agency.
- Valid CA driver's license and insurance coverage which meets CA standards if driving for work-related activities.

COMPETENCIES

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Prepares and supports those affected by change.
- **Dependability** - Takes responsibility for own actions; Keeps commitments; Works as necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk and stoop,

kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the noise level in the work environment, if located in the office, is usually quiet to moderate

Compliance with federal, state, and local guidelines and laws is required.

SALARY RANGE:

Competitive salary, commensurate with prior experience, education, skills, and abilities. The salary range is \$75,000- \$80,000 annually. Regular full-time position with a competitive benefits package which includes health insurance, 12 paid holidays, and vacation and sick accrued PTO. FLSA status is exempt. The programs referenced in this job description are contingent upon grant funding.

For immediate consideration, send your resume and cover letter to:

Email: [hiring@ccala.net](mailto: hiring@ccala.net). Please include the job title in the subject line.

Email submissions only.

No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position.

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

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.

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

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

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.