



**CHILD CARE ALLIANCE OF LOS ANGELES
UPK PROJECT MANAGER
Position Announcement**

Job Title: UPK Project Manager
Department: Special Projects
Reports To: Senior Director of Programs and Strategic Initiatives
FLSA Status: Exempt
Location/Classification: Hybrid - Remote flexible, must live within 50 miles of CCALA's Office
Pay Range: \$80,000 to \$89,000 annually
Effective Date: July 2024 until filled

SUMMARY

The UPK Project Manager is responsible for managing the development and implementation of activities of the Universal PreKindergarten Mixed-Delivery Planning Grant project 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 Universal PreKindergarten (UPK) Mixed-Delivery Planning Grant is a partnership between the Child Care Alliance of Los Angeles, the Los Angeles County Office for the Advancement of Early Care and Education (OAECE) and the Los Angeles County Office of Education (LACOE). Working in partnership, this project is focused on helping parents and providers learn about and understand Universal PreKindergarten in Los Angeles County, develop plans to support the mixed-delivery child care system, and build on referral strategies to incorporate all UPK options available to families.

Working closely with CCALA, partners, stakeholders, the UPK Project Manager will be responsible for developing, launching, and implementing the Alliance's UPK Scope of Work. This will include working closely with the Senior Director of Programs and Strategic Initiatives, OAECE, and partner Resource and Referral agencies to develop UPK liaison positions at each R&R and co-develop strategies and materials for outreaching to parents and child care providers and developing and coordinating information sessions and UPK Collaboratives between school districts and mixed-delivery child care providers.

DUTIES AND RESPONSIBILITIES

- Serve as the primary point of contact for CCALA for the UPK project.
- With First 5 LA, co-lead project planning and the development of project strategies and activities.
- Manage the implementation of CCALA's UPK project Scope of Work (SOW).
- Monitor and track project Scope of Work (SOW) and project deliverables.
- Oversee project budgets and monitor expenditures.
- Develop and/or co-develop project and meeting materials, presentations and resources as needed to support the process.
- Coordinate project logistics including scheduling and planning of meetings and activities.
- Contract with and manage consultants as needed for project implementation.
- 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.
- Prepare timely, accurate reports to funders and others.
- Participate in UPK events as needed to help maintain CCALA and UPK 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 managing, 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, 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 ECE coach forums 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.

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.

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

Email: 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.

We are not considering applicants that require sponsorship for employment visa status at this time or who reside outside of the state of California, including remote positions.