



What We Do and Who We Are:

At **Child Care Alliance of Los Angeles (CCALA)**, we strengthen the foundation of early learning across Los Angeles County by expanding access to quality childcare and supporting the providers and families who rely on it. Our team is mission-driven, collaborative, and accountable—bringing policy expertise, operational rigor, and a let's do this together mindset to work that truly matters.

**If you are passionate about impact, equity, and high standards of service, we invite you to consider joining our team and helping advance opportunities for children and communities throughout the region.**

### **The Opportunity:**

**Job Title:** Assistant, E-Learning (Temporary) Grant Funded

**Department:** QSLA

**Reports To:** Manager II, E-Learning

**FLSA Classification:** Non-Exempt

**Location:** Hybrid – Home Office and Central Office

(Must reside within 50 miles of Child Care Alliance of Los Angeles Central Office)

**Pay Range:** \$47,839 – \$50,231

**Employment Status:** Temporary, Grant-Funded

**Anticipated Start Date:** March 2026 – June 2026 may be longer

**Duration:** Temporary; continuation contingent upon grant funding

### **Position Summary**

The Temporary Assistant, E-Learning works closely with the QSLA E-Learning Manager to provide administrative, technical, and project support for the preparation and development of online professional learning content delivered through QSLA's learning management system (LMS), QSLA Connect.

This role collaborates with internal QSLA staff, project partners, and community partners to ensure timely training coordination, accurate data reporting, and high-quality customer service. All learning materials and processes must align with organizational branding standards, translation requirements, and Diversity, Equity, Inclusion, Accessibility, and Belonging (DEIAB) guidelines to best support early education professionals and families.

## **Essential Functions**

### **E-Learning Team & Program Support**

- Report to the E-Learning Manager and provide logistical support for launching live and self-paced professional development opportunities on the LMS.
- Support preparation of program data reports to ensure timely and accurate reporting to funders and stakeholders.

### **LMS & CA ECE Workforce Registry Administration**

- Perform administrative tasks within the LMS and designated workforce registries, including adding courses, uploading users, and correcting professional development hours.
- Maintain organized processes for LMS and Registry administrative functions.
- Support LMS maintenance, including user management and platform updates.
- Ensure training participants receive appropriate Registry credit upon course completion.

### **Customer Service & User Support**

- Provide LMS-related customer service support via email or phone to early educators, QSLA staff, and families.
- Serve as the initial point of contact for QSLA training inquiries.
- Assist with facilitation of live/synchronous trainings, as needed.

### **Data Management & Compliance**

- Support compliance with E-Learning Accessibility (ADA) and branding guidelines.
- Assist with reviewing LMS data and training evaluations to improve learning outcomes.
- Participate in review of new LMS content and provide feedback to QSLA staff.

### **Additional Responsibilities**

- Participate in internal and external meetings or events related to QSLA LMS initiatives.
- Adhere to the QSLA Diversity and Equity Statement.
- Perform other duties as assigned.

### **Core Competencies**

- **Job Knowledge & Productivity:** Detail-oriented, organized, and deadline-driven
- **Accountability:** Takes ownership of work and communicates progress

- **Adaptability & Initiative:** Responds effectively to change and proactively identifies solutions
- **Decision-Making & Problem Solving:** Exercises sound judgment and resolves issues independently
- **Collaboration & Communication:** Builds strong working relationships and maintains confidentiality
- **Innovation & Creativity:** Open to new ideas and process improvements

## Qualifications

- Bachelor's degree preferred, or equivalent relevant experience
- Minimum of one (1) year of experience in administrative support, task coordination, customer service, or related roles
- Experience with Learning Management Systems preferred
- Strong organizational, time management, and multitasking skills
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office, Google Suite, Zoom, Microsoft Teams; experience with tools such as Constant Contact and Canva preferred
- Ability to work independently and collaboratively across teams
- Bilingual (Spanish and/or Chinese—Mandarin or Cantonese) preferred

## Physical & Travel Requirements

- Ability to lift up to 25 pounds occasionally
- Ability to sit, stand, walk, and operate standard office equipment
- Valid California driver's license and insurance, if driving for work-related activities
- Ability to travel up to 5% within Los Angeles County, as required

## Grant Funding Notice

This temporary position is contingent upon the availability of grant funding. Continuation is not guaranteed and may end at any time based on funding availability or program needs.

Online submissions only. No phone inquiries. Only candidates meeting the minimum qualifications will be considered.

## Equal Opportunity Employer Statement

CCALA is an Equal Opportunity Employer committed to building a diverse and inclusive workforce. Employment decisions are made without regard to race, color, religion, national origin, age, disability, sex, gender identity or expression, sexual orientation, marital status, pregnancy, or any other legally protected status.

Applicants must be authorized to work in the United States. CCALA does not sponsor employment visas and only considers candidates residing in California.