



CHILD CARE ALLIANCE OF LOS ANGELES
External Job Posting

Specialist, E-Learning

Help create engaging digital learning experiences for Los Angeles County's early childhood education community.

Position	Specialist, E-Learning
Reports To	Manager, E-Learning
Classification	Full-Time, Non-Exempt, Contract-Limited
Location	Hybrid
Pay Grade	15
Salary Range	\$57,886-\$63,674 annually
Contract End Date	June 30, 2027

ABOUT CCALA

The Child Care Alliance of Los Angeles (CCALA) is a countywide partnership of ten agencies working together to strengthen child care and early learning throughout Los Angeles County. Since 1997, CCALA and its member agencies have connected families with child care and supportive services, helped eligible families access subsidized care, and expanded professional development and quality-improvement opportunities for early childhood educators.

WHY JOIN CCALA

At CCALA, your work has a direct connection to stronger learning environments for young children and the professionals who support them. This position offers the opportunity to combine creativity, technology, instructional design, and service in a mission-driven organization with a broad countywide reach.

- **Meaningful impact:** Help early childhood educators access practical, engaging, and accessible professional learning.
- **Purpose-driven collaboration:** Work with a knowledgeable QSLA team, subject matter experts, and partners committed to quality improvement.
- **Creative and technical variety:** Contribute across instructional design, multimedia production, accessibility, LMS administration, and learner support.
- **Professional growth:** Build experience with E-Learning authoring tools, video production, digital accessibility standards, and learning technology.
- **Inclusive service:** Support a diverse early childhood education community throughout Los Angeles County.

THE OPPORTUNITY

The E-Learning Specialist supports the development, production, maintenance, and delivery of digital professional learning through QSLA Connect. Reporting to the E-Learning Manager, the Specialist works across instructional design, multimedia production, LMS administration, quality assurance, and user support to ensure learning experiences are accurate, accessible, visually engaging, and easy to navigate.

WHAT YOU WILL DO

- Build and update self-paced learning modules in tools such as Rise 360 and Storyline 360 using established storyboards and templates.
- Assist with scripts, storyboards, interactive activities, and knowledge checks in partnership with subject matter experts and the E-Learning Manager.
- Test courses to ensure links, navigation, media, and interactive elements function correctly across supported devices and platforms.
- Apply ADA and WCAG 2.1 accessibility practices, including alternative text, logical tab order, captioning support, and screen-reader-friendly formatting.
- Support video production and edit training content using Adobe Premiere Pro or comparable software.
- Create branded visual assets, infographics, and course thumbnails using Canva, Adobe Express, or similar tools.
- Upload, configure, organize, and maintain live and self-paced courses in the Absorb LMS.

- Troubleshoot routine learner login, enrollment, access, completion, and navigation issues and escalate complex matters as needed.
- Maintain accurate learner, course, completion, and workforce-registry records and conduct routine LMS content audits.
- Provide technical support and moderation for live webinars and synchronous training sessions.

WHAT YOU BRING

- An associate's degree is required; a bachelor's degree in multimedia, education, communications, instructional design, educational technology, or a related field is preferred.
- At least two years of relevant experience in E-Learning, instructional support, multimedia or video production, LMS administration, or related administrative support. Relevant internships may be considered.
- Familiarity with, or the ability to quickly learn, Adobe Premiere Pro and E-Learning authoring tools such as Articulate 360.
- Proficiency in Microsoft Office and Google Workspace; strong working knowledge of Excel is preferred.
- Strong attention to detail, organization, file management, customer service, communication, and follow-through.
- The ability to support users with varying levels of technical proficiency and to work effectively in a collaborative environment.
- Knowledge of, or the ability to learn and implement, ADA and WCAG 2.1 accessibility standards.
- Fluency in Spanish and/or Chinese (Traditional or Mandarin) is preferred.

WORK LOCATION AND TRAVEL

- This is a hybrid position. Work arrangements are based on organizational and program needs and supervisor approval.
- The position requires the ability to travel up to 50% of the time to approved locations throughout Los Angeles County.
- A valid California driver's license and automobile insurance meeting California requirements are required when driving for work-related activities.

HOW TO APPLY

Please submit a resume and a brief cover letter describing your interest in the position and your relevant E-Learning, multimedia, LMS, instructional-support, or user-support experience to Janelle.strohmeyer@ccala.net or apply through our website using the career posting.

EQUAL EMPLOYMENT OPPORTUNITY

The Child Care Alliance of Los Angeles is an Equal Opportunity Employer committed to building and sustaining a diverse workforce and culture. CCALA provides equal opportunity in all employment practices without regard to any status protected by applicable law.

POSITION TERM

Important: This is a contract-limited, full-time position with an end date of June 30, 2027.