



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

JOB ANNOUNCEMENT

Position Title: Outreach Coordinator
Reports To: Registry Manager
FLSA Status: Non-Exempt
Date Released: August 31, 2016

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 Registry is a web-based system designed to track and promote the employment, training, and educational accomplishments of ECE teachers and providers. The Outreach Coordinator will work in close collaboration with the Program Manager in creating and disseminating outreach materials and promoting the Registry at various community venues and events with the goal of increasing Registry participation.

Qualifications

- BA/BS degree required
- Bilingual – English and Spanish
- Knowledge of and experience in the early care and education (ECE) field
- Understanding and knowledge of the professional development and educational levels and needs of 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
- Effective organizational and time-management skills
- Good problem solving skills
- Strong presentation skills
- Previous experience developing outreach materials
- Ability to exercise confidentiality, discretion and good judgment
- Strong written and verbal communication skills
- Knowledge of data collection and reporting practices
- 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 Program Manager to increase Registry participation and support ongoing improvements to the Registry database to ensure project success



- Develop the Registry outreach plan and promotional materials to recruit new Registry participants
- Promote the Registry by participating at community events and distributing marketing materials to ECE professionals across the Los Angeles area
- 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
- 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 Program Manager

Salary Range

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

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/>