



CHILD CARE ALLIANCE OF LOS ANGELES
California Early Care and Education Workforce Registry
OUTREACH AND ECE SYSTEMS SPECIALIST

JOB ANNOUNCEMENT

Position Title: Outreach and ECE Systems Specialist

Reports To: Program Director

FLSA Status: Exempt

Date Released: September 19, 2017

Project Summary

The California Early Care and Education Workforce Registry is a web-based system designed to track and promote the qualifications, educational attainment and professional development, employment history, and profession of the early care and education (ECE) workforce.

Position Summary

The Child Care Alliance of Los Angeles is seeking an Outreach and ECE Systems Specialist who will be responsible for promoting the California Early Care and Education Workforce Registry (the Registry) throughout the state. The Outreach and ECE Systems Specialist will work in close collaboration with the Program Director and Manager at the regional, local and state levels. The Outreach and ECE Systems Specialist will increase county-level program administrators understanding of and capacity to integrate the Registry with local ECE workforce initiatives by developing and facilitating presentations to promote the Registry at various meetings and events with the goal of increasing agency and systems-level integration and alignment with the Registry. The Outreach and ECE Systems Specialist will also support and/or project manage county integration from increasing participation of practitioners, onboarding licensed center FCC and center administrators in gaining Administrative Access, to supporting approved training organization staff, and act as the liaison for the Program Manager on drafting and supporting organizations/agencies in Data Sharing Agreement creation and execution. Other responsibilities as assigned.

Qualifications

- BA/BS degree required
- Knowledge of and experience in the ECE field
- Understanding and knowledge of local and state ECE professional development, quality improvement, and educational initiatives and systems
- Knowledge of data systems and data integration and/or alignment projects
- Ability to work collaboratively with others within and across organizations
- Effective organizational and time-management skills
- Good problem solving skills
- Strong presentation skills
- Ability to provide leadership and help facilitate meetings and conversations towards systems-level goals and outcomes.
- Previous experience developing presentation and 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 California ECE systems and resources
- Experience and ability to work well with diverse client populations
- Adept with Microsoft Outlook, Word, Excel, Publisher and Power Point
- Valid CA driver's license and insurance coverage which meets CA standards

Essential Duties and Responsibilities

- Work in close collaboration with the Program Director and Manager to increase Registry participation and support ongoing improvements to the Registry database to ensure project success
- Develop presentations and materials to explain, promote, and encourage Registry use and alignment with professional development and quality improvement systems building initiatives
- Promote the Registry by participating at various meetings and events and distributing materials to stakeholders
- 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
- Travel throughout California as necessary to integrate Registry use at the county level
- Perform other duties as assigned

Salary Range

Competitive salary, commensurate with prior experience, education and abilities. The activities 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 please visit our website at: <http://www.ccala.net/>