



**CHILD CARE ALLIANCE OF LOS ANGELES**  
**California Early Care and Education Workforce Registry**  
**Program Assistant**

**Position Description**

**Position Title:** Registry Program Assistant  
**Reports To:** Registry Operations Manager  
**FLSA Status:** Non-Exempt

**Summary**

The Registry Program Assistant will work with the Registry Operations Manager to assist with the coordination and implementation of the Child Care Alliance of Los Angeles (CCALA) California Early Care and Education Workforce Registry (Registry). The Registry Program Assistant will assist with the logistics of program implementation, help organize and coordinate project meetings and activities, assist with writing program materials and correspondences, and assist with data entry, quality assurance, and outreach needs.

The Registry is a partnership between First 5 LA, the San Francisco Office of Early Care and Education, and the Child Care Alliance of Los Angeles. The Registry is a state-wide information system that serves the early care and education (ECE) workforce as well as researchers and policy makers. It collects, verifies and records demographic, education, training, and employment data about the ECE workforce. Registry data will be used for many purposes including planning professional development programs for individuals in the workforce, policy development and decision making, accountability and evaluation.

The Registry Program Assistant will assist and support the CCALA managers in carrying out program activities including project organization, day-to-day operation tasks, coordination, follow-up, and communications. This entry-level position is offered to those interested in being part of an organization that is committed to making a difference and pursuing a career with a nonprofit providing solid leadership in program development and management, service delivery and advocacy for the child care and education field.

The Registry Program Assistant will play a key role in ensuring effective, efficient and consistent communication is maintained with internal and external staff working on Registry activities. This position will support the Registry Operations Manager with communication with CCALA staff, the Resource and Referral Agencies, Administrators and participants, as needed, to gather required information, coordinate activities, and provide other necessary organization for Registry staff.

**Essential Duties**

- Coordinate with management to support project implementation and assist with achieving defined program goals and fiscal objectives.
- Perform administrative support duties; assist with program or office documentation, organization and filing; assist with meeting and activity follow-up, and coordinate conference calls and other methods of communication, such as webinars or social media.
- Prepare correspondence, compile data for reports and maintain agenda and notes of meetings.



- Schedule appointments and meetings as needed.
- Assist with writing, preparation, and dissemination of program materials and documents.
- Assist with outreach preparation and activities as needed.
- Assist with data entry into the Registry when appropriate and as needed.
- Assist with data entry quality assurance reviews and report compilation as needed.
- Assist with Help Desk phone calls and provide technical support to Registry users as needed.
- Perform other duties as assigned.

### **Categories of Responsibilities**

- Program Support – Assist in preparing program materials and seek out desired information that will assist with program activities. Conduct research, as needed, to prepare reports and correspondence on key program activities.
- Communications Support – Assist the Operations Manager in monitoring, preparing and disseminating written and spoken communications across multiple media. Assist in drafting, editing and disseminating written communications.
- Administrative Support – Schedule meetings, provide related support and follow-up.
- Information Management – Help capture, process, and organize data, information, and tasks to ensure effective management of the Registry Scope of Work.

### **Qualifications**

- Associate's Degree is required; Bachelor's degree is desirable, or equivalent experience.
- Bi-lingual English and Spanish preferred.
- Minimum of 1 year of relevant experience including task management, scheduling and communicating with external clients.
- Understanding of the Los Angeles child care delivery system, stakeholders, agencies and child care provider population is desirable.
- Ability to manage multiple tasks and meet required deadlines.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Ability to exercise confidentiality, discretion, and good judgement.
- Good analytical and problem solving skills.
- Excellent time management and organizational skills.
- Effective written and verbal communication skills, computer skills, including experience with Windows, Microsoft Office suite, databases, word processing and spreadsheet software.
- Desire to work collaboratively with others at all levels of the organization and work cooperatively with other agencies.
- Ability to be flexible, innovative and to adapt to the changing needs of the program.
- Valid CA driver's license and insurance coverage which meets CA standards.

### **Physical Demands**

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, finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; 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.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

### **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:**

Amie St. John, Registry Operations Manager. Email: [amie.stjohn@ccala.net](mailto:amie.stjohn@ccala.net)

### **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.

**For more information about the Child Care Alliance of Los Angeles please visit our website at <http://www.ccala.net/>**