



JOB ANNOUNCEMENT

JOB TITLE: **Registry Senior Program Manager**
REPORTS TO: Program Director
FLSA STATUS: Exempt
DATE RELEASED: July 20th, 2016 (Open until filled)

SUMMARY

The Registry Senior Program Manager is responsible for the oversight, coordination, implementation, and reporting of the California Early Care and Education Workforce Registry (the Registry) program for the Child Care Alliance of Los Angeles (CCALA). The Child Care Alliance of Los Angeles is a partnership of 10 community-based organizations working together to ensure the delivery of seamless, consistent and quality child care throughout the Los Angeles County.

The Registry is a state-wide information system that will serve 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 Senior Program Manager will work closely with the Program Director and Operations Manager to ensure effective, efficient and consistent county-wide implementation of the CCALA's Scope of Work for the Registry. The Senior Program Manager will manage the Registry office, plan and strategize Registry development and expansion, oversee the development and implementation of all Registry functions, and build and maintain relationships with project partners at the state and county level and with CCALA staff and partner agencies. This position will also represent CCALA at county, state, and national level meetings and provide information or give presentations on the Registry to various stakeholder audiences.

QUALIFICATIONS

- Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in child development, social work, psychology, public health, or related field.
- Minimum of 3 years of experience of relevant experience including leadership or administration of projects and programs.
- Knowledge of the Los Angeles child care delivery system and child care provider population.
- Knowledge and understanding of Registry systems and/or workforce development efforts of the early care and education field.
- Understanding of systems-level work and of ECE educational and workforce systems such as the career ladders, professional development systems, or quality rating and improvement systems.
- Strong ability to manage multi-faceted programs and oversee and maintain contract compliance.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Previous experience which demonstrates effective decision-making skills and ability to coordinate complex programs.
- Excellent time management and organizational skills and the ability determine priorities and to work under deadlines and with great attention to detail.
- Excellent problem solving skills.



- Effective written and verbal communication skills.
- Strong computer skills, including experience with Windows, databases, word processing and spreadsheet software.
- Experience and comfort with public speaking and group facilitation.
- Strong ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team with colleagues and with staff from different agencies.
- Ability to be flexible, innovative and adapt to the changing needs of the program, department and agency.
- Valid CA driver's license and insurance coverage which meets CA standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide overall management of the CCALA Registry, working closely with all Registry collaborators to ensure effective, efficient and consistent county-wide implementation.
- Oversee Operations Manager and staff and coordinate project timelines and work activities so as to meet all deliverables
- Ensure and maintain project compliance through a detailed knowledge of the Registry contract, Scope of Work, Data Sharing Agreements, and MOUs.
- Work closely with Registry partners to champion the ongoing development and documentation of the Registry.
- Maintain effective communication with collaborative partners, Alliance agencies, funders and others to ensure effective program implementation and achieve project deliverables.
- Attend local and statewide Registry meetings to plan, develop, maintain, and report Registry progress
- Stay aware of and advocate for opportunities to better align the Registry with local and state data systems and processes
- Convene the Los Angeles Registry Advisory Committee and maintain effective communication, input and advisement from local stakeholders
- Prepare timely, accurate reports and disseminate project information to First 5 LA and other stakeholders as outlined in the Scope of Work and as needed.
- Promote Registry integration and use; Oversee outreach and communication and marketing efforts to ensure effective quality messaging and increase Registry participation.

ADDITIONAL RESPONSIBILITIES

- Participate in events as needed to help maintain CCALA and Registry visibility with funders and other current and potential stakeholders.
- Attend designated community meetings and other meetings, as needed.
- Work with CCALA Program Director, Workforce Development Committee and others to develop sustainability plans and secure ongoing funding as necessary.
- Perform other duties as assigned.

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 to 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.

Salary Range: Competitive salary and benefits, commensurate with prior experience, education and abilities

For immediate consideration, send resume, cover letter and salary history to:

Fiona Stewart, Program Director

fiona.stewart@ccla.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/>