



JOB ANNOUNCEMENT

POSITION TITLE: QRIS Program Manager

REPORTS TO: Program Director

FLSA STATUS: Exempt

Date Released: March 4, 2016 (Open until filled)

SUMMARY

The QRIS Program Manager is responsible for the oversight, coordination, implementation, and reporting of the new Quality Rating and Improvement System (QRIS) programs for the Child Care Alliance of Los Angeles (CCALA). Working together with project partners, the QRIS programs are building a system to assess, support, and improve the quality of child care programs across LA County.

The QRIS Program Manager will work closely with the QRIS Coaching and Professional Development Manager and all Alliance member agencies to ensure effective, efficient and consistent county-wide implementation of the CCALA's Scope of Work for the Quality Start Los Angeles program. This position may also represent CCALA at county and/or state level meetings and provide information or give presentations on the QRIS models to various stakeholder audiences.

The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent and quality child care throughout the Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide overall coordination and support of the CCALA QRIS programs, working closely with all collaborative partner R&R/AP agencies to ensure effective, efficient and consistent county-wide implementation.
- Ensure and maintain project compliance through a detailed knowledge of the QRIS contract, Scope of Work, and subcontracts.
- Assist the CCALA Program Director and CCALA committee members in the ongoing development and documentation of the QRIS program model.
- Maintain effective communication with Alliance agencies, collaborative partners, funders and others to ensure effective program implementation and achieve project deliverables.
- Assist Program Director in the preparation of timely, accurate reports to the LA County Office of Education and other funders as needed.
- Assist Program Director in preparing program data reports for funders and stakeholders.

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 coordinating or administering projects and programs.
- Knowledge of the Los Angeles child care delivery system and child care provider population.

- Knowledge and understanding of quality improvement efforts of the early care and education field.
- 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.
- 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 and agency.
- Valid CA driver's license and insurance coverage which meets CA standards.

ADDITIONAL RESPONSIBILITIES

- Attend designated community meetings and events, as needed.
- Work with CCALA Executive Director, Workforce Development Committee and others to develop sustainability plans and secure ongoing funding as necessary.
- Perform other duties as assigned.

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, Programs 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.

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