



**CHILD CARE ALLIANCE OF LOS ANGELES**  
**Early Childhood Educator Curriculum Training and Technical Assistance Project**  
**Child Care Bridge Program**  
**Program Assistant**  
**Position Description**

**Position Title:** Program Assistant  
**Reports To:** Program Director/Bridge Program Manager  
**FLSA Status:** Non-Exempt

**Summary**

The Program Assistant will work with the Program Director and Bridge Program Manager to assist with the coordination and implementation the Child Care Alliance of Los Angeles (CCALA) Early Childhood Educator (ECE) Curriculum Training and Technical Assistance (TA) Project and the Child Care Bridge Program. The Program Assistant will maintain communication and records, organize data, and manage the logistics of program implementation.

The ECE Curriculum Training and TA Project is a partnership between First 5 LA and the CCALA to engage ECE leaders in a multi-day training and technical assistance program that will lead to greater understanding and ability to integrate the ECE Competencies into their professional development programs. The Child Care Bridge Program is a subsidy program for foster children and is a partnership between the Department of Children and Family Services (DCFS), CCALA, and the Resource and Referral agencies in Los Angeles County.

The Program Assistant will assist and support the Program Director and Bridge Program Manager in carrying out program development, organization, outreach, logistics, and communications.

The Program Assistant will play a key role in ensuring effective, efficient and consistent project implementation by assisting with coordination of the project activities. . 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 ECE field.

**Essential Duties**

- Coordinate with management to support the implementation and facilitate the achieving of defined program goals and fiscal objectives.
- Perform administrative support duties; manage program or office documentation; assist with project logistics and coordination, collect data and information for project reporting, and coordinate conference calls, online learning platforms and other methods of communication, such as webinars, or e-mailing with project participants.
- Serve as the initial point of contact for inquiries from participants in order to route the inquiries to the appropriate CCALA staff member for response.
- Greet visitors and/or callers so as to route and resolve information requests.
- Prepare correspondence, compile data for reports and maintain agenda and notes of meetings.



- Coordinate space and office organization; maintaining paper and electronic files, preparing supply orders, etc.
- Compile and disseminate program materials and documents as needed.
- Provide logistical support for training and technical assistance sessions, meetings or appointments held on or off-site, including arranging meeting space, scheduling, ordering food, sending out agendas, etc.
- 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 with monitoring, preparing and disseminating written and spoken communications across multiple media. Assist in drafting, editing and disseminating written communications. Perform program communications with project participants over the phone, via e-mail or other electronic communication, and in person.
- Administrative Support – Schedule meetings, organize travel and meeting logistics, maintain the calendar, arrange for supply purchases and requests, and provide related support to the Director, Bridge Manager, and Consultants.
- Information Management – Help capture, process, and organize data and tasks to ensure effective management of the scope of work. Assist with preparation of data and program information for monthly and quarterly reporting.

### **Qualifications**

- Associate's Degree is required; Bachelor's degree is desirable, or equivalent experience.
- 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.
- Excellent time management and organizational skills. Able to work independently.
- 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 and cover letter to:**

Fiona Stewart, Program Director. Email: [fiona.stewart@ccala.net](mailto:fiona.stewart@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/>**