



CHILD CARE ALLIANCE OF LOS ANGELES
California Early Care and Education Workforce Registry
REGISTRY OUTREACH and INTEGRATION COORDINATOR

JOB ANNOUNCEMENT

Position Title: Registry Outreach and Integration Coordinator
Reports To: Registry Director
FLSA Status: Non-Exempt
Location: Remote Flexible

***Please note most positions are temporarily working remotely**

Position Summary

The Registry Outreach and Integration Coordinator will lead efforts to promote the use and integration of the California Early Care and Education Workforce Registry (Registry) throughout the state. This position will work to bring new counties on to the Registry, interface with county and state leaders and agencies to further the development of the Registry and work closely with our Registry management team to advance the adoption and implementation of the Registry statewide. The Registry Outreach and Integration Coordinator will play a critical role in actively promoting active users of the Registry and building the capacity of community partners to promote Registry use.

The Registry Outreach and Integration Coordinator will work in close collaboration with the Registry Director at the regional, local and state levels. The Registry Outreach and Integration Coordinator will increase county-level program administrators understanding of and capacity to integrate the Registry with the early childhood education (ECE) workforce initiatives and will coordinate with state and county stakeholders to develop strategies and approach for Registry alignment with current systems, initiatives and programs. The Registry Outreach and Integration Coordinator will develop presentations and facilitate strategy meetings to promote the Registry with the goal of increasing agency and systems-level integration and alignment with the Registry.

The Registry Outreach and Integration Coordinator will also support counties with increasing Registry participation of ECE practitioners, onboarding licensed center FCC and center administrators in gaining Employer Administrative Access, training county administrators in Registry functions to support local ECE professionals, and act as the liaison for the Registry Director on drafting and supporting organizations/agencies in creating and implementing Data Sharing Agreements and launching and expanding on Registry use.

Qualifications

- BA/BS degree required. Master's degree preferred
- Bilingual English/Spanish preferred
- 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
- Ability to provide leadership and help facilitate meetings and conversations towards systems-level goals and outcomes
- Strong presentation skills
- Previous experience developing presentation and outreach materials
- Ability to work collaboratively with others within and across organizations



- Knowledge of data systems and data integration and/or alignment projects
- Effective organizational and time-management skills
- Good problem solving skills
- 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

- In close collaboration with the Registry Director, work with state and county stakeholders to develop strategies and approach for Registry integration and alignment with current systems, initiatives and programs
- Develop presentations and materials to explain, promote, and encourage Registry use and alignment with professional development and quality improvement systems building initiatives. Translate or attain translation of materials if needed
- Promote the Registry by participating at various meetings and events, serving as a resource/leader for Registry/systems alignment, and distributing materials to stakeholders
- Support and encourage Registry use by individuals, employers, training organizations, and county administrators by demonstrating its use and various tools in information sessions, enrollment workshops, and technical support
- Develop outreach plans and maintain Registry promotional materials inventory
- Process Employer Administrative Access requests for family child care providers and center administrators and other types of organizations
- Support documentation of Employer Administrative Access status of employers to county administrators implementing the Registry
- Develop materials and training to county administrators in the benefits of using the Registry, setting up and maintaining a Complete Profile and tools for employers that administer direct service programs.
- Follow up with stakeholder groups to support integration and alignment efforts and guide process towards completion of shared goals, including developing Data Sharing Agreements and other related documents and processes
- Track progress of Registry integration and alignment with counties across the state.
- Support ongoing improvements to the Registry database to ensure project success.
- 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 programs referenced in this job announcement are contingent upon grant funding.

Salary Range: \$30.76 - \$33.75 per hour

For immediate consideration, send resume, cover letter to:

Elise Crane, Registry Director at hire@ccala.net

Please include the position title in the Subject line

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 about the Child Care Alliance of Los Angeles please visit our website at

<http://www.ccala.net/>