



**CHILD CARE ALLIANCE OF LOS ANGELES**  
**Quality Start Los Angeles**  
**Contracts Coordinator**

**Position Description**

**Job Title:** Contracts Coordinator  
**Reports To:** QSLA Program Manager  
**FLSA Status:** Non-Exempt

**\*Please note this is an office-based position temporarily working remotely**

**Summary**

The Contracts Coordinator is responsible for the administration, organization, preparation, tracking, and necessary follow up of all early learning provider contracts that the Child Care Alliance of Los Angeles (CCALA) administers to participating sites on behalf of the Quality Start Los Angeles (QSLA) program. 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.

The Contracts Coordinator will support the QSLA Program Manager in the administration and tracking of QSLA contracts and incentives for early learning providers assigned to the Child Care Alliance of Los Angeles. This position will support with the development or maintenance of contracting processes that are efficiency and accurate. The Contracts Coordinator will also be responsible for the timely and accurate response to questions from providers, coaches, supervisors or other QSLA partners regarding contracting status, incentive distribution, and other enrollment related issues. This position may also represent CCALA at county or partner level meetings.

Quality Start Los Angeles, the QSLA system implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), the Child Care Alliance of Los Angeles, the Office for the Advancement of Early Care and Education, Child360, and First 5 LA. Working in partnership, they are continuing to build a system of assessing and improving early care and education quality for LA County. The QSLA coaching program continues building on the Gateways for Early Educators™ professional development system offered at the Los Angeles child care Resource & Referral (R&R) agencies.

**Duties and Responsibilities**

- Support QSLA Program Manager in the timely preparation and administration of annual QSLA Agreements for all new and existing early learning sites participating in each QSLA model.
- Manage QSLA provider contracts tracking spreadsheets to ensure timely updating of contracting status for each site.
- Communicate, as needed, with early learning programs participating in QSLA regarding contracting document updates, completion, and/or submission, via phone or e-mail, as applicable.
- Communicate with QSLA coaching teams and consortia partners regarding status of sites' contract completion.
- Manage the distribution of annual incentives to participating sites.
- Ensure incentive documentation is accurate and the status of incentive distribution is updated on



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tracking spreadsheets for each site.

- Update provider contact information, as needed, to ensure effective communication channels with each site.
- Participate in Enrollment Committee Meetings to stay up to date on current enrollment processes, timelines, and updates.
- Support all QSLA Enrollment Committee efforts to recruit new QSLA participants.
- Adhere to all QSLA Enrollment Committee timelines for outreaching, enrolling, contracting and onboarding new participants.
- Communicate effectively with partner organizations on the development and distribution of messaging to QSLA sites regarding contracts, incentives, or other enrollment related communications.
- Support QSLA Program Manager with tracking and submitting appropriate documentation for site withdrawals or terminations from the QSLA program.
- Support with development of standard operating procedures for contract and incentive distribution processes and procedures.
- Maintain effective communication with Alliance staff and partner agencies, QSLA participants, collaborative partners, funders and others to ensure effective program implementation and achieve project deliverables.
- Assist QRIS Manager in the preparation of program data reports to ensure timely, accurate reporting to QSLA funders and stakeholders, as needed.
- Participate in events as needed to help maintain CCALE and QSLA visibility with funders and other current and potential stakeholders.
- Attend designated community meetings and other meetings, as needed.
- Perform other duties as assigned.

### **Qualifications**

- Bachelor's Degree is required;
- Minimum of 1 year of relevant experience in non-profits, program coordination, or contracts administration, etc.
- Effective time management and organizational skills and the ability to determine priorities and to work under deadlines with great attention to detail.
- Experience responding to customer/provider questions or concerns to quickly resolve issues appropriately and positively.
- Strong interpersonal skills including the ability to work effectively with diverse populations
- Strong attention to detail.
- Ability to multi-task (i.e. tracking multiple contracts or funding streams at one time, supporting coaches or providers with multiple contracts).
- Comfortable working in a fast-paced environment.
- Strong computer skills, proficient in Microsoft Office and Google Suite products, specifically Microsoft Excel and Google Sheets, as well as virtual meeting software such as Zoom or Microsoft Teams.
- Experience using spreadsheets for programmatic tracking and data management purposes.
- Exhibit professionalism and confidentiality in handling sensitive information from early educators.
- Familiarity with the Los Angeles child care delivery system and childcare provider population, preferred.
- Strong interpersonal skills including the ability to work effectively with diverse populations.
- Self-motivated, innovative and able to work independently on multiple tasks.
- Effective written and verbal communication skills (English and Spanish preferred).
- 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, if using personal vehicle for work related travel.

### **Competencies**

- **Project Coordination:** Coordinates projects, communicates changes and progress, completes projects on time
- **Quality:** Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.
- **Professionalism--**Approaches others in a respectful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, follows through on commitments.

### **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 often required to stand for several hours in the delivery of in-person trainings. The employee is occasionally required to 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.

### **For immediate consideration, send resume and cover letter to:**

Ilyssa Foxx, QSLA Manager at [hiring@ccala.net](mailto:hiring@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. This program is contingent upon grant funding.

The Child Care Alliance 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 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 the State Law, ancestry, religion, national origin, race, 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, please visit our website: <http://www.ccala.net>.