



**CHILD CARE ALLIANCE OF LOS ANGELES**  
**Quality Start Los Angeles**  
**Program Assistant**

**Position Description**

**Position Title:** Program Assistant-QSLA

**Reports To:** QSLA Program Manager

**FLSA Status:** Non-Exempt

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

The Child Care Alliance is seeking a Program Assistant, an integral support position for the Quality Start Los Angeles (QSLA) program of the Child Care Alliance of Los Angeles (CCALA). This entry-level position is offered to those interested in being part of a nonprofit organization that is committed to making a difference and dedicated to supporting families and the early care and education field.

**Summary**

The Program Assistant QSLA will assist the QSLA Program Manager with the coordination and implementation of the Child Care Alliance of Los Angeles' (CCALA) Scope of Work as part of Quality Start Los Angeles (QSLA). The Program Assistant-QSLA will maintain program records, organize and maintain accurate records, and support purchasing, communications and outreach activities related to QSLA's work with families, collaborative partners, and early learning providers.

Quality Start Los Angeles (QSLA), the QRIS initiative being implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), the Los Angeles County Office for the Advancement of Early Care and Education, Child360, First 5 LA, and the Child Care Alliance of Los Angeles. Working in partnership, they are building a system for assessing and improving early care and education quality for LA County.

The Program Assistant supports the CCALA QSLA Team in carrying out program and resource development, assists with collaborations with various program partner agencies and projects, and provides support to other related activities. The ideal candidate will demonstrate an interest in pursuing a career with a nonprofit providing solid leadership in program development and management, service delivery and advocacy for the early care and education field.

The Program Assistant will play a key role in ensuring effective, efficient and consistent communication is maintained with internal and external staff working on Quality Start Los Angeles activities. This position will support the QRIS Program Manager's communication with CCALA staff, the Resource and Referral Agencies, QSLA providers, and collaborative partners, as needed, to gather required information, coordinate meetings, and provide other necessary organization and support for QSLA staff and participants.

**Duties and Responsibilities**



- Perform administrative support duties; manage program documentation by maintaining paper and electronic files.
- Support with contracting processes for participating QSLA programs.
- Assist in the preparation of program materials, seeking out desired information that will support program activities.
- Compile and disseminate program materials and documents as needed across multiple media platforms.
- Communicate with program participants and partners over the phone, via e-mail, or other electronic communication (i.e. Constant Contact), as needed.
- Assist with budget tracking of programmatic expenses and provider incentives.
- Assist with on-going community partnership collaborations.
- Research and assist with resource development and program communications, such as e-mails, booklists, other outreach materials.
- Assist with the maintaining, gathering and compiling of data related to contracting, coaching, and partnerships, for internal purposes as well as to share with funders and stakeholders.
- Prepare correspondences, maintain agendas and take accurate and detailed meeting notes.
- Schedule appointments and meetings as needed.
- Assist with purchasing of necessary office supplies, software, equipment, etc. for team and programmatic needs.
- Assist with preparation of data and program information for monthly and quarterly reporting to funders and other partners.
- Perform other duties as assigned.

### **Qualifications**

- Associate's Degree is required; Bachelor's degree is desirable, or equivalent experience.
- Minimum of 1 year of relevant experience including task management, providing programmatic assistance, and communicating with external clients.
- Understanding of the Los Angeles child care delivery system, stakeholders, community agencies and child care provider population is desirable.
- Ability to manage multiple tasks and meet required deadlines with strong attention to detail.
- 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.
- Willingness to take initiative to identify and solve challenges or create greater programmatic efficiencies.
- Strong computer skills, including experience with Microsoft Office suite, Google Suite, Constant Contact, Zoom, and/or Canva, preferred.
- Ability to work collaboratively with others at all levels of the organization and work cooperatively with other agencies and community partners.
- Ability to be flexible and innovative and to adapt to the changing needs of the program.
- Valid CA driver's license and insurance coverage which meets CA standards.
- Ability to travel to all parts of LA County, in accordance with public health safety guidelines, and occasionally work a varying schedule, including nights and Saturdays, as needed.
- English/Spanish, preferred

### **Competencies**



- **Dependability**-Follows instructions, responds to direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with any changes
- **Initiative**-Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Planning/Organizing**-Prioritizes and plans work activities; Uses time efficiently; Develops realistic action plans.

### **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>.