



**CHILD CARE ALLIANCE OF LOS ANGELES**  
**California Early Care and Education Workforce Registry**

**JOB ANNOUNCEMENT**

**Job Title:** Outreach and Integration Coordinator  
**Department:** Registry  
**Reports To:** Registry Director  
**Effective Date:** September 2021

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

**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 administrator's 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.

**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

### **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 PowerPoint
- Valid CA driver's license and insurance coverage that meets CA standards

### **Competencies**

- **Professionalism** - Approaches others in a tactful 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.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.



- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information

**Physical Demands and Work Environment**

- 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 and hear. The employee is frequently required to sit; use hands to 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 the ability to adjust focus.
- 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.

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

Elise Crane, Registry Director 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. The programs referenced in this job announcement are contingent upon grant funding.

**The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.**

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/>.