



REQUEST FOR QUALIFICATIONS PROFESSIONAL DEVELOPMENT ADVISOR

Summary

The Child Care Alliance of Los Angeles is seeking a Bilingual (English/Spanish) Professional Development Advisor consultant to implement the advising component of the Workforce Pathways LA program for the Child Care Alliance of Los Angeles.

Workforce Pathways LA is a comprehensive workforce development model that supports participants along their career path with a focus on: attaining license to operate a family child care site; completing professional development; and completing college coursework. The Workforce Pathways LA Program provides early educators with support to create professional development plans and develop professional career goals, receive advisement, and be awarded a stipend for completing professional development, college coursework, Child Development Permits, or college degrees (for more information see [Workforce Pathways LA](#)).

Workforce Pathways LA (WPLA) is a partnership between the Los Angeles County Office for the Advancement of Early Care and Education (OAECE), the Partnerships for Education, Articulation, and Coordination through Higher Education (PEACH), and the Child Care Alliance of Los Angeles (CCALA) and member Resource and Referral (R&R) agencies. Working in partnership, they are working to develop and support a system of workforce improvement. Workforce Pathways LA is funded through a partnership with the California Department of Education, the California Department of Social Services, and First 5 California.

The Workforce Pathways Advisor will provide advisement to WPLA stipend program participants within the CCALA caseload. With the goal of increasing participants' capacity to successfully meet the requirements of this stipend program, the Workforce Pathways Advisor will deliver effective advisement support consistent with program goals and scopes of work. This will require in-depth knowledge of advisement strategies for effective adult learning and professional growth including a strength-based approach recognizing that participants' learning styles and experiential knowledge can be built upon to reach goals. Advisors and participants' work together to set goals, create plans, assess progress, and achieve outcomes.

Scope of Work

Conduct outreach and provide advisement to at least 120 participants in both group and individual sessions. Advisement will include:

- Individual Sessions
 - One-on-one session with Workforce Pathways Participants on Professional Growth Plan goals; 1-2 follow up contacts via virtual, email and/or phone.
- Group Sessions – on topics to be determined based on professional growth plan goals and participant needs.



- Goal Setting – develop Professional Growth Plans with each participant based on advisees interests and goals. Goals may include:
 - Professional Development training options available
 - How to attain R&R trainings
 - How to attain other professional development opportunities
- Track advisement outreach and participation and provide input for project reporting.

Qualifications

- Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in child development, early childhood education, or related field.
- Minimum of 3 years of experience of relevant experience
- Bilingual – Spanish & English required.
- Experience with working with adults in the early care and education (ECE) field with a strength-based approach.
- Knowledge, understanding, and experience of ECE professional growth and development opportunities, tools, challenges and barriers, and strategies and strengths.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Previous experience that demonstrates effective decision-making skills and ability to work autonomously with multiple parties.
- Effective time management and organizational skills and the ability to successfully meet project requirements.
- Effective written and verbal communication skills.
- Experience and comfort working with adults and facilitating supportive coaching conversations and encouraging professional growth and learning.
- Ability to work cooperatively as part of a team.
- Ability to be flexible, innovative and adapt to the changing needs of the program.
- Strong computer skills and the ability to enter advisement data as required.
- Valid CA driver's license and insurance coverage which meets CA standards if using a personal vehicle for work activities.
- Ability to travel to provider sites in Los Angeles County to provide direct in-person site support.

Essential Duties and Responsibilities include the following:

- Provide virtual and/or site-based workforce pathways advising and implement the advisement program for eligible CCALA WPLA participants per the Scope of Work.
- Support the CCALA WPLA programs, working closely with all collaborative partner R&R agencies to ensure effective and consistent county-wide implementation of WPLA advising.
- Maintain project compliance through knowledge of the WPLA contract Scope of Work.
- Maintain effective communication with CCALA and collaborative partners, participating sites and others to ensure effective program implementation and achieve project deliverables.
- Assist CCALA management in the preparation of timely, accurate reports to funders as needed.



Hourly Rate: Negotiable up to \$50/hour

Work Hours: Approximately 800 hours to complete designated projects. Consultant should be available most weekdays between 8-5pm to collaborate with staff on project activities and participate in meetings.

Position Location: Los Angeles

For immediate consideration, send a cover letter and resume, to:

Fiona Stewart, Program Director at fiona.stewart@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/>