



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

Position Description

Job Title: Contracts Coordinator
Department: Quality Start Los Angeles
Reports To: QSLA Contracts Supervisor
FLSA Status: Non-Exempt
Location/Classification: Hybrid

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, while creating an open and inclusive environment for our employees.

Quality Start Los Angeles, the Quality Improvement System implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), First 5 LA, the Child Care Alliance of Los Angeles, the Los Angeles County Office for the Advancement of Early Care and Education, PEACH, and the Child Care Planning Committee. Working in partnership, they are continuing to build a system for supporting and improving early care and education quality for LA County.

The Contracts Coordinator will support the QSLA Contracts Supervisor 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.

DUTIES AND RESPONSIBILITIES

- Support QSLA Contract Supervisor and QSLA Program Director 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.
- Coordinate with finance/accounting team to track incentive distribution and email program participants.
- Ensure incentive documentation is accurate and the status of incentive distribution is updated on tracking spreadsheets for each site.
- Coordinate and track collection of Annual Reconciliation Report from sites participating in QSLA.
- 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 on-boarding 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.
- Track and submit appropriate documentation for site withdrawals or terminations from the QSLA program.
- Collect and report on responses for monthly coaching quality assurance surveys.
- Assist with annual participant common data file collection, as needed.
- 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 QSLA Contracts Supervisor 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 CCALA 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.
- Bilingual (English/Spanish or English/Chinese-Mandarin or Cantonese), preferred.
- 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 childcare delivery system and childcare provider population, preferred.
- Self-motivated, innovative, and able to work independently on multiple tasks.
- Effective written and verbal communication skills (bilingual in English and Spanish or English and Chinese, 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.

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 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 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.

Compliance with federal, state, and local guidelines and laws is required.

SALARY RANGE: \$27-29/hour

Competitive salary, commensurate with prior experience, education, skills, and abilities. Regular full-time position with a competitive benefits package which includes health insurance, 12 paid holidays, and vacation and sick accrued PTO. FLSA status is exempt. The programs referenced in this job description are contingent upon grant funding.

For immediate consideration, send resume and cover letter to:

Email: [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 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/>

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We are not considering applicants that require sponsorship for employment visa status at this time or who reside outside of the state of California.