



Grade: 300 Pay Range: \$32.70 – \$35.58/hour

**CHILD CARE ALLIANCE OF LOS ANGELES
HBCC PROJECT COORDINATOR
Position Announcement**

Job Title: HBCC Project Coordinator
Department: Special Projects
Reports To: Special Projects Manager
FLSA Status: Non-Exempt
Location/Classification: Hybrid - Remote flexible (Los Angeles based)
Effective Date: May 2024

SUMMARY

The HBCC Project Coordinator is responsible for coordinating the development and implementation of activities of the Home-Based Child Care project of the Child Care Alliance of Los Angeles (CCALA) in partnership with First 5 LA. 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 early learning and care throughout 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 Home-Based Child Care (HBCC) project is a partnership between the Child Care Alliance of Los Angeles and First 5 LA. Working in partnership along with other stakeholders, this project is focused on learning more about home-based child care providers and the families that rely on them for the care of their children, and to develop strategies and interventions system change to better support, sustain, increase, and improve home-based child care for to better support this critical child care sector.

Working closely with staff, partners, stakeholders, and consultants, the HBCC Project Coordinator will be responsible for coordinating the activities in the project Scope of Work including project planning, strategy implementation, communication, monitoring, and reporting.

DUTIES AND RESPONSIBILITIES

- Serve as a point of contact for First 5 LA for the HBCC project.
- Coordinate project planning and the development of project strategies and activities with Senior Director of Programs and Strategic Initiatives, First 5 LA staff, and project planning groups.
- Coordinate the implementation of CCALA’s HBCC project Scope of Work (SOW).
- Monitor and track project Scope of Work (SOW) and project deliverables.
- Monitor and track project expenditures.
- Develop and/or co-develop project and meeting materials, presentations and resources as needed to support the process.
- Coordinate project logistics including scheduling and planning of meetings and activities.
- Contract with and coordinate consultants as needed for project implementation.
- Maintain effective communication and work closely with agency staff, collaborative partners, stakeholders and others to ensure effective program implementation and achieve project deliverables.
- Use databases or other systems to document program data to share with funders and stakeholders and for use in required reports.
- Document project progress such as goals, partners, strategies, timelines, communication, advisory/steering committee, deliverables and evaluation plans.
- Assist with preparing timely, accurate reports to funders and others.

- Participate in HBCC events as needed to help maintain CCALA and HBCC project visibility with funders and other current and potential stakeholders.
- Attend designated community meetings, trainings, conferences, and other meetings, as needed.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree in in child development, early childhood education or related field or equivalent preferred.
- Minimum of 3 years of relevant experience including project coordination or management.
- Experience developing, coordinating and facilitating project activities.
- Knowledge of early care and education/child care systems, approaches, and opportunities preferred.
- Working knowledge of the Los Angeles childcare delivery system and childcare provider population including approaches, challenges, and issues.
- Previous experience which demonstrates effective decision-making skills and ability to develop and implement programs.
- Experience tracking project activities, information and data and reporting project progress.
- Effective time management and organizational skills including the ability to determine priorities, work independently, work with deadlines, and work with great attention to detail.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Effective problem solving, written and verbal communication skills.
- Effective computer skills, including experience with Windows, databases, word processing, spreadsheet software and Google suites.
- Comfortable with using virtual platforms (such as Zoom, Microsoft Teams) to convene ECE coach forums and conduct virtual meetings.
- Experience and comfort with group processes and collaborative program building approaches.
- 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 driving for work-related activities.

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. While performing the duties of this job, the noise level in the work environment, if located in the office, is usually quiet to moderate

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

SALARY RANGE:

Competitive salary, commensurate with prior experience, education, skills, and abilities. The salary range is \$32.70 – \$35.58 hourly. 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 non-exempt.

The programs referenced in this job description are contingent upon grant funding.

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

Email: [hiring@ccala.net](mailto: hiring@ccala.net). Please include the job 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.