



## CHILD CARE ALLIANCE OF LOS ANGELES Job Description

<b>Job Title:</b>	Professional Development Advisor
<b>Reports To:</b>	Manager, Registry Programs
<b>FLSA Classification:</b>	Non-Exempt
<b>Location:</b>	Los Angeles based/Hybrid (Remote flexible)
<b>Pay Grade:</b>	\$26.00 - \$32.50 Hourly
<b>Pay Range:</b>	\$54,080 to \$67,600 per year
<b>Date:</b>	8/15/24

### Summary

The Professional Development Advisor is responsible for the implementation of the advising for the Child Care Alliance of Los Angeles. There are currently two counties that include advising in their local initiatives; San Francisco and the Los Angeles for Workforce Pathways LA.

The various workforce initiatives in San Francisco are implemented by the San Francisco Department of Early Childhood and supported by the Child Care Alliance of Los Angeles (CCALA). 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 agency for Resource and Referral (R&R) agencies in Los Angeles County. In collaboration, these organizations develop and support a system of services to support the early childhood workforce in strengthening and improving their qualifications. Workforce Pathways LA is funded through the California Department of Social Services.

The Advisor will provide professional development and career advisement to ECE workforce in San Francisco and Los Angeles counties. With the goal of increasing participants' capacity to successfully meet the requirements of these various initiatives, the 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.

### Duties & Responsibilities

- Provide virtual and/or site-based advising to Mandarin, Cantonese, and English-speaking participants and implement the advisement program for various initiatives per Scopes of Work.
- Develop advisement content that supports the diverse early childhood educators early professional development goals and identify or create relevant resources in English and Simplified Chinese, as well as Mandarin, Cantonese, to supplement advisement content.
- Support participants with developing a professional growth plan and professional development goals and check in on participant's progress.
- Maintain project compliance through knowledge of various initiatives contract Scopes of Work.
- Maintain effective communication with colleagues/fellow advisors, agencies, collaborative partners, participating sites and others to ensure effective program implementation and achieve project



deliverables.

- Assist Program Manager in the preparation of timely, accurate reports to funders as needed.
- Track all advisement activities and maintain records of advisement progress.
- Participate in events as needed to help maintain CCALA and participating counties visibility with funders and other current and potential stakeholders.
- Support with the implementation of the Registry's new Professional Growth Advising Module and other Registry features as needed.
- Collaborate with team members to develop collateral materials that support outreach and marketing for the Registry's new Professional Growth Advising Module and other Registry features.
- Attend designated community meetings and other meetings, as needed.
- Perform other duties as assigned.

### **Qualifications**

- Trilingual – Mandarin, Cantonese, and English, both verbal and written, required.
- 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.
- 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 ability to develop advisement content and support the development of professional growth plans and goals.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Previous experience that demonstrates effective decision-making skills.
- Self-motivated, innovative and able to work independently on multiple tasks.
- Effective time management and organizational skills and the ability to successfully meet position requirements.
- Effective problem-solving skills.
- Effective written and verbal communication skills that utilize a strength-based approach.
- Strong presentation skills and experience and comfort with public speaking and group facilitation, in person and virtually.
- Strong computer skills, including the ability to enter advising data as required and experience with Microsoft Office Suite, Zoom, Microsoft Teams.
- Experience and comfort working with adults and facilitating supportive coaching conversations and encouraging professional growth and learning.
- 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, department and agency.
- Valid CA driver's license and insurance coverage which meets CA standards if using a personal vehicle for work activities.
- Ability and willingness to travel to provider sites in various counties to provide direct in-person site support.



## **Required Competencies**

### **Quality:**

- Thorough in completing work product with attention to detail and accuracy.
- Meet quality standards and makes continuous measurable improvements.
- Share knowledge with co-workers.

### **Productivity:**

- Complete assignments accurately and in a timely and efficient manner.
- Adjust positively to occasional fluctuations in the workloads.
- Routinely use time efficiently.
- Meet deadlines and delivers accurate work.

### **Accountability:**

- Take ownership and accountability for assignments and commitments, meet assigned deadlines without needing additional prompting by supervisor or others.
- Updates supervisor on status, challenges, or delays.
- Respond to change with a genuine desire to do what it takes to get the job done.
- Adhere to all policies and procedures including the established work schedule.

### **Problem Solving:**

- Actively anticipate and identify potential concerns.
- Probe skillfully to get at the facts, ask questions and seek information from appropriate sources.
- Overcome obstacles by independently identifying solutions.
- Identify specific information needed to clarify a situation or to make a decision.
- Weigh the priority of things to be done.
- Alert appropriate team members of identified problems or concerns in a timely manner.

### **Collaboration:**

- Demonstrate the ability to develop, maintain and strengthen partnerships and relationships with others inside or outside the organization who can provide information, assistance and support.
- Contribute to team projects, exchanges ideas, opinions, and show an interest in what others have to contribute.
- Flexible and open-minded.
- Demonstrate awareness and respect of cultural and individual values and ideas.

### **Communication:**

- Express ideas clearly and effectively both verbally and in writing, using concrete, specific language.
- Provide accurate, timely information (oral/written).
- Clearly and concisely convey ideas in written information.
- Demonstrate active listening, for careful understanding and consideration of the ideas of others.
- Respond to others in a well-organized, courteous, and effective manner.
- Keep supervisor informed about progress and problems; avoids surprises.
- Adapt communication methods for different audiences can get messages across that have the desired effect.
- Maintain confidentiality and appropriately share relevant information with clients, supervisor, and other staff.
- Demonstrates effective phone skills.

### **Fostering Teamwork:**



- Demonstrate willingness, interest, skill, and effectiveness in working together with others.
- Share expertise with others and help others when they need it.
- Seek opportunities to work on teams to develop expertise, and knowledge.
- Provide assistance, information, or other support to others, to build or maintain relationships with them.
- Express disagreement constructively by giving and receiving constructive feedback.
- Contribute to a positive work environment through interactions with others.

**Decision Making:**

- Demonstrates good judgement, determines priorities, and makes decisions that support the agency's mission, values, and strategic initiatives.
- Use expertise and job knowledge to align perspectives with the bigger picture and agency standards when making decisions.
- Astutely identifies and partners appropriately with relevant levels of authority to make exceptions to the rules or modify established policies and procedures when necessary.
- Willing to make decisions in difficult or ambiguous situations, when time is critical and when the decision may not be popular.

**Education & Experience**

- 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.

**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 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 ability to adjust focus.

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

**Salary Range**

Competitive salary, commensurate with prior experience, education, skills, and abilities. The hourly wage range is \$26.00 - \$32.50. 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/>

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*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.*