



**CHILD CARE ALLIANCE OF LOS ANGELES**  
**Quality Start Los Angeles**  
**Program Assistant-Professional Development**

**Position Description**

**Job Title:** Program Assistant- Professional Development  
**Department:** Quality Start Los Angeles  
**Reports To:** QSLA Professional Development Manager  
**FLSA Status:** Non-Exempt  
**Location/Classification:** Hybrid

**SUMMARY**

The Program Assistant-Professional Development will report to the QSLA Professional Development Manager and support the Professional Development (PD) Team at the Child Care Alliance of Los Angeles (CCALA) with the implementation of CCALA's Family Education and early educator PD scope of work for Quality Start Los Angeles (QSLA), LA County's Quality and Improvement System (QIS). 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 Program Assistant-Professional Development will assist and support the QSLA Professional Development team in implementing our PD goals and deliverables by maintaining records, developing resource materials, compiling data, providing outreach and managing the logistics for Family Education and other Training events, including monthly virtual and in-person early educator workshops.

The Program Assistant-Professional Development will play a key role in providing effective, efficient and consistent communication and support to internal and external staff, as well as collaborative partners and early learning providers to continuously build and enhance QSLA's PD services and resources. This position will provide logistics and facilitation support to the team to ensure successful coordination of all elements of virtual or in-person training events.

**DUTIES AND RESPONSIBILITIES**

- Assist Professional Development Manager and PD Team with the implementation of training workshops, training materials and the professional development Scope of Work.
- Perform support duties; maintain program or office documentation; purchase necessary training materials, maintain inventory of training related supplies.

- Coordinate Zoom/Teams meetings or calls, prepare e-mails, maintain meeting agendas, take accurate and detailed meeting notes.
- Assist in the preparation of program materials, seek out desired information that will support program activities.
- Assist with resource development related to Family Education or early educator trainings, including searching for and resourcing materials
- Support the implementation of consistent and effective communication activities such as Constant Contact outreach, website updates, etc. to promote QSLA's professional development events to early educators.
- Regularly update QSLA's on-line professional development training calendar with current training information from QSLA partners and internal trainings.
- Coordinate with QSLA E-Learning team to ensure timely and effective integration of upcoming virtual, live or off-site training events on QSLA Connect.
- Serve as point of contact for inquiries from QSLA staff and providers related to training events.
- Communicate with program participants and partners over the phone, via e-mail, other electronic communication, or in-person, as needed,
- Compile training data for reporting to funders as well as internal use and quality improvement.
- Provide logistical support for trainings or appointments held on or off-site, including sending invitations, reminder and follow up e-mails or text messages, arranging meeting space, scheduling events, ordering food and supplies, printing necessary resources, sending out agendas, preparing training materials, etc.
- Provide day-of support for virtual and in-person training events, including room set up and take down, taking attendance, distributing of training materials, documenting of questions or follow up needs, audio video set up, transporting of training materials to and from location
- Provide technical support for virtual trainings or appointments including sending invitations, taking notes, providing general support to the trainer, etc.
- Support with shipping materials to early educators, as needed, related to training enrollment and engagement.
- Be available to work a modified weekly schedule to include evenings and Saturdays.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- Associate's Degree is required; or equivalent experience.
- Bilingual preferred (Spanish/English or Mandarin/English), including reading, writing and speaking,
- Minimum of 1 year of relevant experience including task management, program assistance, scheduling and communicating with external clients, and/or coordinating events for 20-50 people, preferred,
- Understanding of the Los Angeles childcare delivery system, stakeholders, agencies and childcare provider population is preferred.
- Ability to manage multiple tasks and meet required deadlines.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Excellent time management and organizational skills. Able to work independently.
- Willingness to take initiative to identify and solve challenges or create greater programmatic efficiencies.
- Strong written and verbal communication skills



- Proficiency in computer applications, including Microsoft Office Suite, Google Workspace, Zoom, Microsoft Teams, and productivity software (such as Monday, or Slack), is preferred.
- Ability to work collaboratively with others at all levels of the organization and work cooperatively with other agencies and community partners.
- Ability to be flexible, innovative and adapt to the changing needs of the program.
- Ability to travel around Los Angeles County
- 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:** \$22-23/hourly

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 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.*