



Drew Child Development Corporation

Job Opportunity

Title: Outreach Specialist
Department: Alternative Payments– Stage 1
Pay Rate: \$14.44 per hour
Job Type: Temporary

The Gateways for Early Educators program is an initiative of the Child Care Alliance of Los Angeles, whose purpose is to engage child care providers in professional development via the delivery of quality assessments, coaching, and technical assistance.

The Outreach Specialist will assist with marketing to and recruitment of licensed and license-exempt providers, data collection and reporting, technical assistance and evaluations.

The ideal candidate shall have:

Option 1 - Bachelors degree and 6 months experience in office and or customer service environment (preferred)

Option 2 - AA degree and 2 years experience in office and or customer service environment.

Option 3 - High School Diploma or equivalent with 4 years experience in office and or customer service environment.

- Bilingual (English/Spanish) both oral and written required.
- Excellent oral and written communication skills.
- Strong time management skills, ability to handle multiple projects and meet deadlines.
- Excellent customer service skills and experience working with a diverse client base.
- Strong computer skills and complete knowledge of Microsoft Office.

For immediate consideration please email your resume and cover letter to: **JOBS@DREWCDC.ORG**

Equal Employment Opportunity / Affirmative Action Employer