

JOB ANNOUNCEMENT

Child Development Program Coordinator

Location: Little Tokyo Service Center Office

Salary: \$50,000 - \$55,000, DOE

Hours: Full Time, Non-Exempt position with benefits

Background:

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

Summary of Duties:

The Child Development Program Coordinator will handle fiscal and administrative duties for the Child Development program including Angelina Preschool, the Family Child Care (FCC) program, Koreatown Youth and Community (KYCC) subcontract, and the Child and Adult Care Food Program (CACFP). This position will report to the Child Development Administrative Director.

Responsibilities Include:

- Track and process program enrollment and attendance for Angelina Preschool and Family Child Care programs; provide support as needed to assist with outreach and enrollment
- Collect and organize data, and prepare monthly, quarterly and annual enrollment, attendance and fiscal reports to California Department of Education/California Department of Social Services
- Input data, produce reports, and maintain the operation and effectiveness of the database system, and monthly online reporting
- Process childcare family fees, FCC provider and other subcontractor invoices and tax reporting
- Prepare and track monthly bills to be paid, checks for deposit, reimbursements
- Prepare monthly claims reporting for federally funded food program (CACFP), meal count audits, liaison with food vendors, and prepare program review audit
- Assist Administrative Director with quarterly internal program file audits, support and preparation for annual program audit, and government reviews
- Maintain administrative files, records and logs
- Research services, vendors and purchases for programs as necessary
- Contract management/compliance with state and federal childcare contracts on the administrative and fiscal level

- Budget planning and fiscal management, including managing financial projections for state contracts during the year to ensure accurate enrollment and spending targets. Make adjustments as needed
- Managing the subcontract for preschool services with the Koreatown Youth and Community Center
- Other duties as may be assigned by your supervisor

Qualifications, Experience, and Skills:

- At least two years experience performing administrative, fiscal monitoring and/or accounting duties
- Strong expertise in developing, manipulating and managing Excel spreadsheets
- Experience with government funded contracts
- Experience collaborating across teams
- Strong attention to detail and organizational skills
- Excellent verbal and written communications skills
- Bilingual a plus (Spanish or Korean)
- Criminal and background check will be conducted on all final candidates

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

LTSC requires all employees to submit proof of COVID-19 vaccination or weekly negative COVID-19 tests to the HR Manager.

How to Apply: Please send a cover letter and resume to Jacqueline Torres at JTorres@LTSC.org. Please include your pronouns in your application.