Posting Date: July 15, 2020
Closing Date: August 31, 2020

Agency Description
Westside Regional Center (WRC) is a non-profit agency dedicated to serving children and adults with developmental disabilities in Western Los Angeles County. WRC is located in Culver City and offers service coordination, health education, and provision of resources and support to people with developmental disabilities (e.g., intellectual disability, autism, cerebral palsy, epilepsy).

Position Description
To support implementation of Help Me Grown Los Angeles Pathways grant-funded project from First 5 LA, we seek a Project Coordinator to work in the Clinical Services Department. The Project Coordinator will contribute to collaborative efforts to strengthen key components across systems providing early identification and intervention services to children birth to five with, or at risk for, developmental delays and/or disabilities.

Key Duties and Responsibilities:
- Assist in coordination and administration of project’s scope of work, including: (1) multi-agency collaborative building, (2) development of needs assessment and communication strategies/materials; (3) establishment and implementation of accountability plans and protocols; (4) identifying opportunities for cross-learning and replication of project’s findings, (5) supporting data collection and evaluation as well as actionable learnings on implementation and outcomes; (6) assistance in development of online referral, tracking and communication portal to ensure children identified with, or at risk for, developmental delays can effectively access appropriate and timely services.
- Correspondence with grant subcontractors to support development and implementation of project related activities.
- Draft correspondence on project-related issues and prepare and update periodic reports, briefing notes, and other documentation (e.g. presentations and/or manuscripts).
- Monitor project outcomes and budget and contribute to ongoing planning to meet grant deliverables.

Qualifications:
- Masters degree, or equivalent work experience, in public health, social work, psychology, or other related fields preferred.
- Interests in systems of services to strengthen families and improve outcomes of children birth to five
- Excellent verbal, interpersonal, and written communication skills.
- Familiarity with Microsoft Office and data entry (STATA, SAS, or SPSS).
- Intermediate knowledge of Zoom platform (meetings, conference rooms) and moderating events.
- Possession of valid CA Driver’s License and reliable transportation.
- Project coordination experience is a plus.

This is a part-time (up to 15 hours per week; $30/hour) contract position with flexible hours and secured funding by a three-year Help Me Grow – Los Angeles Pathways First 5 LA grant.

Contact Information
For consideration, please email a cover letter and current resume to Aga Spatzier at agas@westsiderc.org. Please call Aga at 310 258 4254, if you have any questions.