



**JOB-POSTING NOTICE**

**Official Job Title:** **Specialist, CDE**

**Department:** Family and Inclusion Services

**Location(s):** Administrative Offices, Mid Wilshire

**Primary Duties:** Case management of parents; work with participating child care providers; some fiscal responsibilities.

**Work Schedule:** Monday-Friday, 37.5 hours per week  
Occasional weekends or evenings.

**Starting rate:** \$16.16/hr

**Start Date:** Immediately

**Requirements:**

BA (Child Development, Early Childhood Education or related field preferred)  
Two years professional child development experience; subsidy child care experience preferred.  
Knowledge of and experience with Windows, MS Office. Network experience preferred.  
Ability to work effectively with people from diverse economic and ethnic backgrounds.  
**Must be Bilingual English/Korean**

Applicants must be currently authorized to work in the United States for any employer. No sponsorship is available for this position.

Please mail or FAX resume and cover letter to:

Human Resources  
Pathways  
3325 Wilshire Blvd., #1100  
Los Angeles, CA 90011  
FAX: (213) 427-2701  
[hr@pathwaysla.org](mailto:hr@pathwaysla.org)

**Equal Opportunity Employer Minority/Female/Veteran/Disabled**

04/2016

A Community Bridge to Child Care Resources and Special Needs Services