

**POSITION:**

**DIRECTOR OF RESOURCE DEVELOPMENT AND CHILD CARE REIMBURSEMENT PROGRAMS – PART TIME**

Non-profit child care care resource and referral agency seeks a **part-time (28 hours/week)** dynamic professional to work with the executive director and staff to stimulate the development of new child care resources and ensure child care subsidy funds are distributed according to State and County regulations. Job responsibilities include supervision and oversight of the child care subsidy programs along with the development and implementation of the voluntary state registration of family child care providers. Candidate would be responsible for the training and supervision of program staff, enforcement of agency policies and standards, and evaluation and compliance with established best practices.

**REQUIREMENTS:**

Graduate degree from an accredited college or university in business administration, education, or related field. Proficiency in database applications, MS Office (Word, Excel, PowerPoint, and Access).

Three years of experience in management/administration and early childhood are essential.

Send resume and cover letter to: **HR, Child Care Connection, 1001 Spruce St., Ste. 201, Trenton, NJ 08638; fax to 609-989-8090; or email [hr@ccc-nj.org](mailto:hr@ccc-nj.org). No phone calls please.**

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