

CHILD CARE CONNECTION

JOB OPPORTUNITIES

Shared Service Alliance Coordinator

Rate: \$51,000 - \$54,000

Status: Exempt

Child Care Connection, a non-profit, child care resource and referral agency, seeks a dynamic professional to coordinate the planning and implementation of the Shared Services Project in Mercer County. This will include strategy and service development, business operations, and resource development, establishing an Advisory Committee, and recruitment/retention of child care providers as Alliance members. This project will provide high-quality support services to child care programs. The purpose of the Project is to strengthen child care businesses so that they are more efficient, financially stable and better able to deliver high quality services.

Requirements:

- Bachelor's degree in early childhood education, business, marketing, public policy, community relations or related field
- Project Management experience
- A valid driver's license, current auto insurance, and dependable transportation

Skills:

- Strong interpersonal skills and ability to establish and develop trusting relationships with diverse clients and stakeholders
- Business, leadership, and management insight; independent and self-motivated
- Excellent written and oral communication skills; *appropriate* communication/presentation skills
- Established community relationships within the community in which the alliance is serving
- Knowledge of the Early Learning field
- Experience collecting, organizing, analyzing, recording and processing information
- Knowledge of Microsoft Office, and other database systems
- Strong organizational and analytical skills; critical thinker
- Flexibility and time management
- Bilingual in Spanish a plus

Benefits: Paid Time Off (PTO), Medical/Dental Insurance, Life Insurance, Long Term Disability Insurance, Pension

Send cover letter and resume to: Human Resources, Child Care Connection, 1001 Spruce St., Suite 201, Trenton, NJ 08638, fax: 609-989-8060, or email: mail@ccc-nj.org

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