

CHILD CARE CONNECTION

JOB OPPORTUNITIES

Family Engagement Specialist

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

Status: Exempt

Child Care Connection, a non-profit, child care resource and referral agency, seeks a dynamic professional to provide family support services through the coordination of parent engagement events, community events and meetings, and collaborative efforts and partnerships with other staff and agencies. This position will also educate and inform families on accessing desired/necessary services and positive child development outcomes using developmental screening, strengthening families' strategies, and partnering with the early care and education community. Responsibilities will include providing technical assistance to support and enhance family engagement of child care programs, licensed centers, and registered family child care.

Requirements:

- Bachelor's degree in early childhood education, social work, psychology, or related field.
- Experience in parent/family support, early care services, community events and engagement.
- Experience collecting, organizing, recording, and processing information.
- Working knowledge of child development and developmentally appropriate practice.

Skills:

- Excellent customer service, interpersonal communication, time management, and presentation skills.
- Strong interpersonal skills and ability to establish and develop trusting relationships with diverse clients and stakeholders.
- Established collaborative relationships with local and state partners.
- Excellent written and oral communication skills and appropriate communication/presentation skills for engagement, outreach, and reporting.
- Knowledge of Microsoft Office, and other database systems.
- Knowledge of Strengthening Families Protective Factors a plus.
- Knowledge of developmental screening, Ages and Stages Questionnaire (ASQ) a plus.
- Bilingual in Spanish a plus.

Benefits: Paid Time Off (PTO), Hybrid (Office + Work-from-Home), 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: hr@ccc-nj.org

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