

CHILD CARE CONNECTION

JOB OPPORTUNITIES

Child Care Subsidy Program Assistant

Hours: 35/week

Rate: \$34,000

Status: Hourly

Child Care Connection, a non-profit, child care resource and referral agency, has an opening for a detail-oriented self-starter with excellent communication, organizational, computer, and customer service skills to assist Mercer County families in accessing child care subsidy. The program assistant provides clerical support to the Subsidy Department for a variety of child care subsidy programs. The program assistant will complete all program maintenance activities to assist with enhancing client services as well as participate in the agency's front desk coverage. Successful job applicant must have high degree of accuracy and the ability to perform multiple tasks and maintain good relationships with customers via communications in person, by phone, and through written correspondence. Proficiency with Microsoft Office is required.

Requirements:

- High school diploma or GED; associates degree preferred
- Minimum two years customer service and data entry experience (typing 40 wpm)

Skills:

- English speaking, bilingual in Spanish a plus
- Ability to work harmoniously with co-workers, clients, visitors, and other agencies
- Strong organizational and analytical skills
- Ability to handle varied tasks and resolve problems timely and efficiently
- Knowledge and experience with computers, Microsoft Office, and database applications
- Ability to enter data with high degree of accuracy
- Ability to handle fast-paced and high-volume workload
- Ability to maintain essential records and files
- Flexibility and time management

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 e-mail: hr@ccc-nj.org