



# Child Care Connection

1001 Spruce Street, Suite 201, Trenton, NJ 08638



*Mission: To provide the tools and education to give each child the very best start in life.*

## Resource & Referral Manager

Hours: 35/week

Rate: \$63,500-68,500

**Do you have a passion for helping families in your community? Do you want to be a part of helping families receive quality care for their young children? Come join us!**

Child Care Connection has an opening for an experienced professional to supervise, train, and manage staff in all aspects of the Resource & Referral Department, including helping families in Mercer County find and receive high-quality child care for their young children and connect with additional resources within the county.

### Benefits:

- Health, vision, dental, life insurance
- Employee Assistance Program
- Ample PTO and holiday time
- Professional development opportunities
- Retirement plan (403b)

### Duties:

- Provide direct supervision and daily management/evaluation of the Resource & Referral (R&R) department
- Review, comply with, and train staff on contract policies and procedures
- Ensure a high level of interagency communication and service delivery to fulfill state and county contracts
- Implement quality control processes for database input
- Provide community needs assessments and generate reports as required and requested
- Other duties as assigned

### Valuable Skills:

- Strong written and verbal communication skills
- Proficiency in developing and submitting reports in a timely manner
- Strong time-management skills, flexibility, and ability to prioritize

### Requirements:

- Bachelor's degree in early childhood education, behavioral science, business, public administration, or related field
- Project management and customer service management experience
- Minimum of 3 years supervisory experience (5+ years preferred)
- Experience with contract administration of programs or administration in social service programs
- Experience with non-profit, policy development, or related field
- Proficiency and experience with computers, Microsoft Office, and database applications

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