

CHILD CARE CONNECTION

JOB OPPORTUNITIES

Family Child Care Coordinator

Hours: Full-Time (35 hours/week) Salary range: \$45,000 - \$45,888 Status: Hourly

Child Care Connection, a non-profit, child care resource and referral agency, has an opening for a detail-oriented Family Child Care Coordinator with an early childhood background, as well as excellent organizational, interpersonal, and computer skills. Successful job applicant will inspect and register family child care homes, conduct and facilitate training related to early child care, and monitor family child care homes in Mercer County to ensure providers stay in compliance with New Jersey State regulations. Individual will also recruit and provide group training for family child care providers.

Requirements:

- BA/BS degree in early education, social services, or related field
- Minimum of three years of experience working directly with young children

Skills:

- Strong telephone skills for handling customer inquiries
- Excellent verbal and written communication skills
- Ability to read and understand policy, procedures, and regulations
- Knowledge and experience with computers, Microsoft Office, and database applications
- Ability to communicate and work with diverse populations
- Ability to prepare reports and document provider records with high degree of accuracy and confidentiality
- Strong organizational and analytical skills
- Flexibility and time-management skills
- Bilingual in Spanish a plus

Benefits: Paid Time Off (PTO), Medical/Dental Insurance, Life Insurance, Long-Term Disability Insurance, and a 403(b) Plan

Send cover letter and resume to: Human Resources, Child Care Connection, 1001 Spruce St., Suite 201, Trenton, NJ 08638; fax: 609-989-7745; or e-mail: hr@ccc-nj.org