



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.

Program Manager - Fiscal Unit

Hours: 35/week

Rate: \$65K to \$70K per annum

Child Care Connection Inc. has an opening for an experienced program manager for our Fiscal Unit.

Benefits:

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

Duties:

- Track programs, collect data, and generate reports.
- Work closely with NJ State & Mercer County early childhood systems and key partners.
- Attend ongoing professional development and role-related meetings.
- Implement guidance received from funders.
- Support department activities as needed.

Valuable Skills:

- Quality assurance techniques, as well as use of assessment tools.
- Strong organizational leadership skills within a nonprofit and/or governmental setting.
- Accounts payable experience.
- IT and programming, as it applies to analysis and process, are helpful.
- Bilingual in Spanish is a plus.

Requirements:

- Bachelor's degree in business/public management, specializing in process and data analysis, required; master's degree preferred.
- Required 2-years supervisory experience, which includes performance assessments.
- Working knowledge of MS Excel, MS Access, and/or other database proficiency.

Contact: John Colon hr@ccc-nj.org