

CHILD CARE CONNECTION

JOB OPPORTUNITY

Family Child Care Specialist

Hours: Full-Time (M-F), 35 hours/week (flexible) Salary: \$45,000 Status: Hourly

Child Care Connection, a non-profit, child care resource and referral agency, has an opening for a detail-oriented family child care specialist with early childhood/social services background and excellent organizational, interpersonal, and computer skills. Successful job applicant must inspect and monitor family child care homes in Mercer County to ensure providers stay in compliance with New Jersey State regulations. Individual will recruit and provide group training for provider network.

Requirements:

- BA/BS degree in early education, social services, or related field
- Minimum of one years of experience working directly with young children
- English speaking bilingual in Spanish a plus

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
- Strong organizational and analytical skills
- Flexibility and time-management skills

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

Send cover letter and resume to: Human Resources, Child Care Connection, 1001 Spruce St., Suite 201, Trenton, NJ 08638; fax to 609-503-8237; or email: hr@ccc-nj.org