

**POSITION: FAMILY ENGAGEMENT SPECIALIST**

Child Care Connection is seeking an experienced human service or early care and education professional to deliver a range of technical assistance, and dependent care services and consultation to child care programs and families. This role involves providing family support services through the coordination of parent engagement events, community events and meetings, and collaborative efforts and partnerships. Functions also include providing customized and professional consultation services on any number of child care issues, including quality care indicators and child development, as well as child care options.

Responsibilities include care review and documentation; assisting families both on- and off-site; data entry; and representing the agency at visibility events. The position requires detailed, timely, comprehensive communication in both verbal and written form.

**REQUIREMENTS:**

- BA in early childhood, education, or human services-related field from an accredited college or university.
- Experience/knowledge of parent/family support, early care services, community events, and engagement.
- Working knowledge of child development and developmentally appropriate practice.
- Excellent customer service, interpersonal communication, time management, and presentation skills.
- Experience collecting, organizing, recording, and processing detailed information.
- Ability to establish and maintain effective working relationships with others on a multidisciplinary team.
- Proficiency in MS Office Suite - MS Word, Excel, PowerPoint, and database maintenance.
- Knowledge of developmental screening, Ages and Stages Questionnaire (ASQ) a plus.
- Bilingual in Spanish a plus.

**Send resume and cover letter to: HR, Child Care Connection, 1001 Spruce St., Ste. 201, Trenton, NJ 08638; Fax: 609-989-8090; or e-mail: [hr@ccc-nj.org](mailto:hr@ccc-nj.org)**