

Family Child Care Registration Coordinator

About us

Created in 2001 by The Robert Wood Johnson Foundation, Children*s Futures works across Central Jersey to ensure that all children and families get off to a healthy start in life. At our core, we aim to increase opportunities for health and wellness and to ward off health and social problems that can lead to a lifetime of illness and dependency.

Children*s Futures is a 501 (c) 3 nonprofit organization whose mission is to improve health and development outcomes for children and their families. To achieve our mission, we formally collaborate with schools, social service providers, health care agencies, faith institutions, civic associations, employers and others around school-readiness and success strategies that have the greatest positive impact on children's immediate health needs, as well as long-term development.

Position Summary

We are looking for an FCC Registration Coordinator to join our dedicated team to increase the number of registered home-based child care providers in Mercer County by identifying new pipelines, coaching aspiring educators, and coordinating with CCR&R and partner organizations to streamline the registration process.

The Family Child Care Registration Coordinator will play a central role in strengthening Mercer County's Family Child Care (FCC) ecosystem by supporting informal and aspiring providers through New Jersey's registration pathways. The Coordinator will lead outreach, coaching, and step-by-step guidance to help caregivers understand requirements, complete applications, prepare their homes, and build confidence as early childhood professionals.

This position also supports Children's Futures' registration landscape analysis, identifying recruitment sources and barriers faced by unregistered caregivers. The Coordinator will work closely with All Our Kin's licensing toolkit, Child Care Connections (CCR&R), Advocates for Children of New Jersey (ACNJ), and community organizations to ensure alignment, consistency, and a streamlined experience for providers.

The ideal candidate is detail-oriented, community-centered, and passionate about expanding access to high-quality family child care by supporting caregivers in becoming state registered.

Why This Role Matters

Family child care educators play a vital role in meeting community child care needs, especially for families seeking flexible, culturally aligned, and neighborhood-based care. By helping caregivers navigate the registration process, and working with partners across Mercer County to streamline the system, the Coordinator will expand access to high-quality child care, strengthen the FCC workforce, and promote economic mobility for local families.

Responsibilities:

1. Outreach & Recruitment of Aspiring FCC Providers

- Identify and engage informal caregivers through referrals, community partners, ACNJ outreach channels, and CF program networks.
- Support the FCC registration landscape analysis by documenting provider pipelines, readiness levels, and barriers to entering the field.
- Participate in community events, family-serving programs, and trusted spaces where informal caregiving is common.

2. Registration Coaching

- Guide aspiring FCC providers through NJ's registration process, including application requirements, background checks, home preparation, and documentation.
- Use All Our Kin's Licensing Toolkit to provide structured coaching, timelines, checklists, and individualized action plans.
- Assist providers in locating and completing required trainings (e.g., CPR/First Aid, Health & Safety, Child Development).
- Conduct home-preparation walkthroughs to help caregivers meet health and safety standards.

3. Cross-Agency Coordination

- Coordinate closely with Child Care Connections (CCR&R) to ensure consistent messaging, aligned workflows, and a unified support model for unregistered providers.
- Collaborate with partners including All Our Kin, ACNJ, and state agencies to improve and streamline the registration pipeline.
- Serve as a communication bridge to minimize duplication and establish clear referral pathways.

4. FCC Network Engagement

- Attend monthly FCC Network Meetings to provide updates, facilitate discussions, and follow up with individual providers.
- Support small-group sessions or informational workshops on registration topics.
- Maintain strong relationships with educators and collect ongoing feedback to inform program improvements.

5. Data Tracking & Reporting

- Maintain accurate records of outreach, coaching sessions, provider readiness, application progress, and registration outcomes.
- Provide data for CF's landscape analysis, internal dashboards, and reports to funders.
- Identify trends and advise leadership on improvements to streamline the registration process.

6. Provider Support & Mentorship

- Offer encouragement, problem-solving, and resource referrals to aspiring FCC educators.
- Connect providers to Communities of Practice (CoPs), business supports, mental health resources, and other components of the FCC Network.
- Support providers in preparing for successful registration and long-term FCC sustainability.

Experience:

- Bachelor's degree in Early Childhood Education, Social Work, Public Policy, Human Services, or related field (or equivalent experience).
- Two years of experience in licensing and registration, early childhood systems, social services, or community engagement preferred.
- Strong communication skills and ability to explain regulatory processes in accessible language.
- Demonstrated ability to build trust and relationships with diverse families and caregivers.
- Excellent organizational and data-tracking skills.
- Commitment to equity, culturally responsive practice, and women-led/immigrant-led FCC businesses.
- Bilingual (Spanish or Haitian Creole) preferred but not required.



Fulfilling a Promise,
Making it Possible.

Job Type: Full-time

Salary: \$65,000 - \$75,000

Benefits:

- Comprehensive medical, dental, and vision insurance.
- Generous paid time off, including vacation, federal holidays, and annual holiday closure.
- 403(b) retirement savings plan with employer contributions.
- Ongoing professional development opportunities.

Work Location: In person

Target Start Date: March 23, 2026

Apply: Please email your cover letter and resume to: Jobs@Childrensfutures.org

Deadline to apply: February 13, 2026