

## **Bilingual (Spanish-English) Family Child Care Tool Kit Licensing Coordinator New York City**

**All Our Kin**, Inc., a nationally-recognized, Connecticut-based nonprofit organization that trains, supports, and sustains community child care providers to ensure that children and families have the foundation they need to succeed in school and in life, seeks a Tool Kit Licensing Coordinator to work in New York City area to support new child care providers in obtaining their state licenses and successfully opening their family child care programs. This is a full time position.

All Our Kin first opened its doors in a New Haven housing development in 1999 with two staff members, six mothers, six children, and one core belief: all children deserve access to high-quality early learning opportunities. As Connecticut has explored ways to sustain high-quality child care in a time of great economic hardship, communities and agencies throughout the state have sought to learn from and build on All Our Kin's best practices. In response to this demand, All Our Kin expanded beyond New Haven, and is currently serving providers in Bridgeport, Norwalk, and Stamford; and is in the process of expanding into New York City. Today, we serve over 400 family child care providers; these parents and educators in turn serve over 2,400 children in our community. To learn more about our work, please visit [www.allourkin.org](http://www.allourkin.org).

We are searching for enthusiastic team players who are looking to make an impact and are excited about being a part of an effective, growing and dynamic nonprofit organization. We offer competitive salary and benefits, a flexible schedule, and the opportunity to work with a team of skilled and motivated professionals. All Our Kin has offices in New Haven, Bridgeport, Stamford and New York City.

### **Ideal candidates will:**

- Have a deep commitment to the goal of making high-quality early care and education available to all children.
- Believe in the All Our Kin mission and model.
- Exhibit a strong ability to build strong relationships with diverse stakeholders.
- Have experience working in urban communities.
- Possess excellent written and interpersonal communication skills.
- Be highly motivated & take initiative to achieve goals.
- Enjoy collaborating and working as part of a team.
- Demonstrate a keen eye for detail and the ability to multitask in a fast-paced environment.
- Be willing to learn and creatively problem-solve.
- Demonstrate a high degree of discretion dealing with confidential information.
- Have excellent computer skills, particularly with Word, Excel & Powerpoint.
- Have a minimum of an Associate's degree or equivalent experience.
- Knowledge of child development preferred.
- Be available and willing to work some early mornings, evenings and weekend days.
- Be bilingual in Spanish and English (required).

**Responsibilities of the Family Child Care Tool Kit Licensing Coordinator include but are not limited to:**

- Serving as the primary contact between All Our Kin and providers seeking licensure.
- Providing information and helping providers determine whether opening their own family child care is the right choice for them.
- Assisting providers in navigating the family child care licensing process through the Tool Kit Program. Holding “office hours” and responding to new or potential provider inquiries or requests over email or phone.
- Performing pre-inspections to ensure providers’ spaces are set up properly and meet state health and safety standards.
- Using the Salesforce database to collect and analyze necessary data to ensure program meets goals. Connecting new and potential providers to community resources and supports.
- Maintaining a welcoming office environment.
- Attending occasional evening and weekend events.
- Collaborating with the Network Director and the All Our Kin staff.

**Benefits of Working at All Our Kin**

All Our Kin’s small size, focus on innovation, and collaborative model of program development make it possible for staff members to get a close look at the workings of a growing, high-impact nonprofit organization at the cusp of two critical issues: job creation and child care. The organization’s commitment to mentorship and professional development guarantee that each staff member will receive individual time and attention, and will serve as an integral member of our highly skilled and mission-driven team.

All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children’s lives and to our work.

**To apply please email a cover letter and resume to [job.sf1u1@allourkin.recruitee.com](mailto:job.sf1u1@allourkin.recruitee.com)**