



Job Posting: Early Head Start Summer Intern New Haven, CT

All Our Kin, Inc., is 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.

Our **vision** is to ensure that:

- Child care providers have access to training and education opportunities, livable wages and benefits, and respect for a hard job done well;
- Parents are honored and supported in their difficult work of caring for children, and have access to safe, loving, educational child care options when they go to work; and
- Children, regardless of where they live, their skin color, or how much money their parents earn, begin their lives with all the advantages, all of the tools, and all of the experiences that we, as a society, are capable of giving them.

All Our Kin seeks a Summer Intern for our Early Head Start (EHS) program. Since 2011, AOK has collaborated with the United Way of Greater New Haven and contracted with licensed family child care providers to offer Early Head Start services to eligible families in New Haven, West Haven, and Hamden. Through this partnership, children receive free or low-cost full-day, year-round individualized child care in the warmth and comfort of a family child care program. EHS also provides children and families with physical, mental, and oral health services; housing, food, and income supports; and inclusion, mental health, and nutrition consultations.

Responsibilities of the EHS Summer Intern will include:

Partnering with EHS Families:

- Assist families in enrolling in the EHS program and explaining requirements and benefits
- Input case notes and family applications into the COPA online database
- Assist families in applying for the Care4Kids subsidy and tracking notifications
- Work directly with parents/guardians to assist them in applying for jobs, improving their resumes, and completing housing applications
- Conduct parent/family workshop(s) on relevant topic of your choosing, with input from Family Services team and current families enrolled in the program
- Support planning for and attend all family-related events and outreach
- Explore barriers to family participation in EHS events and brainstorm ways to best engage and serve families (events, workshops, community meetings, etc.)

Partnering with EHS Family Child Care Providers:

- Assist Family Services Associate in inputting weekly child attendance and following up regarding absenteeism as necessary
- Assist providers in setting up outdoor enhancement materials
- Organize and manage events for community volunteers
- Spearhead public awareness campaign regarding Early Head Start with the goal of recruiting families and providers to apply for the program

Collaborating with EHS Staff Team:

- Attend and participate in weekly EHS team meetings
- Attend at least 3 community outreach events to recruit additional families for the program
- Familiarize self with Head Start Program Performance Standards and procedures for documenting and meeting federal and state regulations
- Work with team members to improve systems of care for children who are receiving Early Intervention services (CT Birth to Three)
- Help coordinate and plan an EHS community event for providers, families, and staff
- Problem-solve alongside staff members to handle children and family-related crises as they arise

Ideal candidates will:

- Believe in the All Our Kin mission and model
- Be committed to social justice, economic development, and early childhood development
- Value diversity and demonstrate cultural and linguistic competency
- Be organized, flexible, and a creative thinker
- Be proficient in Microsoft Office and Google Drive
- Possess excellent interpersonal and communication skills
- Familiarity with the New Haven, Hamden, and West Haven communities preferred
- Bilingual (Spanish/English and Arabic/English) speakers strongly preferred
- Priority will be given to current or former EHS/HS families

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

The Early Head Start Summer Intern will work ~32 hours/week for ~10 weeks (flexible - between late May and early September) at All Our Kin's New Haven office near Wooster Square. This internship pays \$15/hr.

To apply: Please send resume and cover letter describing your interest in the Early Head Start Summer Internship position by email to isabel@allourkin.org.

For more information, visit our website at www.allourkin.org.