

Position Title: Bronx Toolkit Licensing Coordinator

Reports to: New York Director

Position Status: Full-Time

Location: Bronx, New York

Target Start Date April 2019

About All Our Kin

[All Our Kin](#) is a nationally recognized nonprofit organization that trains, supports, and sustains family child care providers to ensure that children and families have the foundations they need to succeed in school and in life. At All Our Kin, we support family child care providers at every stage of their development – from parents and caregivers to professional educators and business owners – using a strength-based, high-touch approach. Through our programs, family child care providers succeed as early childhood educators and small business owners; parents have access to high-quality, affordable child care, making it possible for them to enter into and remain within the workforce; and infants and toddlers gain the enriching experiences that prepare them to succeed in school and in life. All Our Kin is recognized as a national model, and has been [proven through quasi-experimental studies](#) to raise the quality, availability, and sustainability of family child care.

All Our Kin first opened its doors in a housing development in New Haven, Connecticut in 1999.

Today, we serve over 600 family child care providers in five Connecticut cities and New York City.

What You Will Do

All Our Kin is seeking a highly organized, driven, and skilled individual to join the organization as the Bronx Toolkit Licensing Coordinator. The Toolkit Licensing Coordinator will play a critical role in ensuring providers obtain licensure. In particular, you will

- Serve as the primary contact between All Our Kin and providers seeking licensure
- Conduct individual meetings with providers, networks, community leaders
- Equip providers with skills and credentials to open and sustain business for quality income and wealth opportunity
- Set benchmark and goals for Toolkit/licensing programming and for family child care providers
- Connect providers with resources needed to maintain program quality
- Conduct pre-inspections to ensure provider's spaces are set up properly and meet state health and safety standards.
- Track and report using metrics to evaluate program impact and effectiveness and entering the data into salesforce.
- Design timeline to have providers go from licensing to early childhood educators
- Create strategies on ways to bridge the information and supportive service gap for family child care providers for after license was received and before they embark on launching their program
- Lead the health and safety and CPR/First Aid trainings for incoming providers
- Assist with the planning and preparation for All Our Kin professional development trainings

Who You Are

Hold deep beliefs in and commitments to

- Making high-quality early care and education available to all children

- Combating systemic racism and injustice
- All Our Kin's ethic and model
- Motivate and keep providers engaged and excited
- Identifying new contacts for outreach and presenting for All Our K

Experienced and Able to

- Bilingual in English and Spanish
- Understand the Family Child Care (FCC) landscape
- Worked formally in a family child care setting
- Possess excellent written and interpersonal and communication skill
- Have a deep commitment of making high-quality early care and education available to all children
- Have a deep understanding of the Office of Family and Children Services (OCFS) regulatory landscape and its nuances
- Understand how to leverage relationships with the Department of Health (DOH) in the Bronx to further guide family child care providers
- Build All Our Kin's resource database by being connected with help and services available to providers, children and families in the community
- Have a basic understanding of the childcare voucher systems
- Demonstrate a keen eye for detail and the ability to multitask in a fast-paced environment
- Have excellent computer skills, particularly with Word, Excel & PowerPoint
- Have a minimum of an Associate's, CDA or equivalent experience
- Be available and willing to work around provider's schedule - can include some early mornings, evenings and weekend days

What You Can Expect

All Our Kin is an innovative, high-impact organization that empowers a growing number of family child care providers, children, and families to succeed. As we scale All Our Kin's reach, we strive to maintain the collaborative, values-centered environment that is our hallmark and to continually invest in the backbone of our organization: our talented, 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.

Some of the benefits we offer to our staff members include, but are not limited to:

- **Competitive salary** commensurate with experience
- **Medical, Dental and Vision Insurance**
- **Vacation time**- Three weeks paid annual vacation as well as federal holidays and a December holiday (typically December 24 – January 1)
- **Retirement Plan**- All Our Kin offers a 403(b) plan
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How to Apply

Please apply by sending resume and cover letter through the following link:

<https://allourkin.recruitee.com/o/bronx-toolkit-licensing-coordinator>