



Central Team Office Associate, All Our Kin

Location: New Haven, CT with occasional travel around southern Connecticut

This is a full-time position

Position Description:

All Our Kin is seeking a highly organized, driven and creative planner to join the organization as Central Team Office Associate. The Central Team Office Associate will play a critical role in supporting All Our Kin's professional development offerings for family child care providers—a key part of the organization's programmatic work--by helping to plan and coordinate and also frequently attend All Our Kin's varied evening and weekend workshops across three sites (New Haven, Bridgeport and Stamford). S/he will work closely with the Director of Professional Development and with other members of All Our Kin's staff to ensure that all professional development sessions are best in class, based on best practices in both adult learning and early childhood education, run smoothly and are well-coordinated. S/he will also provide essential support to All Our Kin's Central Team of staff, including the Chief Executive Officer, Chief Learning Officer, and Chief Operating Officer. Tasks will include overseeing office technology and materials, providing scheduling support, managing staff-wide communications, preparing materials and space for meetings with funders, board members, and other key stakeholders, and assisting with donor communications as needed.

Reporting Structure: Reports to the Director of Professional Development

About All Our Kin:

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. Through our programs, child care professionals succeed as business owners; working parents find stable, high-quality care for their children; and our youngest and most vulnerable children receive the early learning experiences that prepare them to succeed in school and in life. Today, we serve over 400 home-based family child care providers in New Haven, Bridgeport, Norwalk and Stamford; 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.

We are searching for an enthusiastic team player who is looking to make an impact and is excited about being a part of an effective, growing and dynamic non-profit organization. We offer competitive salary and

benefits, a flexible schedule, and the opportunity to work with a team of skilled and motivated professionals. To learn more about our work, please visit www.allourkin.org.

Key Essential Responsibilities include:

- **Professional Development Support**
 - Assist Director of PD with developing and managing trainings and events, including attending trainings, creating and managing central PD budget, registering participants
 - Participate actively in PD planning, develop partnerships with local organizations, identify quality trainers, attend and give input at planning meetings, analyze and track offerings that are most effective and disseminate best practices throughout the organization
 - Manage central communication with our network of providers, including our monthly mailing of PD offerings, our website's PD page, registration and other phone calls, emails
 - Translate network documents, like newsletter, policy updates and email communication into Spanish

- **Central Team Support**
 - Provide as-needed support to the Central Team staff members
 - Manage staff-wide communications
 - Order and distribute materials for our major educational consulting program
 - Support scheduling needs for senior All Our Kin staff and organization-wide meetings and events
 - Proofread and translate materials into Spanish, as needed
 - Coordinate the team's technology needs and questions

- **Office Management**
 - Ensure the Central office is organized and running smoothly, has the necessary resources and is a welcoming place for the community
 - Answer phones and welcome visitors
 - Coordinate with vendors that provide Central office maintenance, copy machine service, supplies, signage, etc.
 - Complete administrative tasks, including but not limited to ordering supplies, coordinating deliveries, making copies
 - Track office expenses and submit receipts to Finance Director
 - Prepare meeting spaces and food for guest visitors, board meetings and monthly all-staff meetings

Qualifications and Personal Characteristics:

- BA preferred or equivalent experience (3 years minimum) in coordination and project management
- English/Spanish bilingual, both oral and written
- Proven ability to translate between English and Spanish (written). Oral interpretation abilities are also ideal

- Experience with MS Office suite, design software like Adobe Creative Cloud, cloud database management software like Salesforce, communication software like Constant Contact. Experience with Internet and social media also preferred
- Proficiency with phone systems, copiers, printers, computers, and email etiquette
- Equally comfortable and effective working independently and as part of a team
- Self-starter, open to generating and fielding new ideas
- Creative, flexible, hardworking and detail oriented
- Enthusiastic, energetic, personable, inspired and motivated by organization's mission
- Highly reflective and able to offer and receive feedback on a regular basis
- Well-organized and able to juggle several projects simultaneously and move each forward
- Knowledge of or experience in early childhood education a plus but not required
- Available to work some evenings and weekends
- Valid driver's license and access to a vehicle

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 small, high-impact nonprofit organization at the cusp of two critical issues: job creation and child care. All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children's lives and to our work. We offer competitive salaries. **Send resume and cover letter by email: job.8tpe5@allourkin.recruitee.com**