



ALL OUR KIN

## **Early Head Start Carryover Funds Project Consultant, All Our Kin Part-Time Contractor (New Haven-based or remote)**

**All Our Kin** is seeking a Carryover Funds Project Consultant to enthusiastically support All Our Kin's Early Head Start (EHS) program. This is a 10 hour per week contractor position that begins September 30, 2019 and ends January 31, 2020. The rate of pay is \$50/hour.

All Our Kin is a nationally-recognized, 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. Early Head Start is a federally funded program that connects low-income families with free or low cost, high-quality child care and wraparound services. All Our Kin delivers Early Head Start services to 46 children and families in partnership with eleven licensed, enriching family child care providers.

All Our Kin believes all children deserve access to high-quality early learning opportunities. Through our programs, family child care professionals and educators 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. To learn more about our work, please visit [www.allourkin.org](http://www.allourkin.org).

We offer the EHS Carryover Funds Project Consultant a competitive hourly rate and location flexibility in meeting position requirements, and the opportunity to work with a team of skilled and motivated professionals .

### **Key responsibilities of the EHS Carryover Funds Project Consultant include:**

- Using existing budget proposals, assist EHS staff and family child care educators in thoughtfully, impactfully and efficiently spending significant one-time funding that expires December 31, 2019
- Place orders both over the phone and online, and ensure delivery to intended recipients
- Coordinate and attend on-site planning meetings with staff members
- Collect carryover fund-related invoices and reimbursements from FCC educators and contractors; work with AOK Finance Team to ensure payments are delivered
- Coordinate with staff and presenters to organize trainings, events, and workshops as necessary
- Track spending in Excel or Google Spreadsheets, compile receipts, code expenses, and create reports to be reviewed by EHS staff and submitted to United Way of Greater New Haven

### **Qualified candidates will:**

- Be able to devote ten hours a week, typically during the hours of 9-5 EST, to correspond with EHS team members and family child care educators on an as-needed basis

- Have experience managing grants, spending, and budgets
- Have knowledge of federal spending regulations (ex. Davis-Bacon Act, federal per diem rates) - Early Head Start/Head Start experience a plus
- Demonstrate impeccable attention to detail
- Communicate effectively with relevant staff as well as family child care educators
- Be able to provide up-to-date physical and TB paperwork
- Demonstrate the ability to use Office software, particularly Excel and Word, and Google Drive
- Believe in the All Our Kin mission, model and values
- Bilingual in Spanish/English a plus
- Experience with family/home-based child care a plus

This contract position is dependent upon candidates passing a criminal background check, as required by the Head Start Program Performance Standards.

**To apply:** Send email briefly outlining your interest and relevant experience to both [kara@allourkin.org](mailto:kara@allourkin.org) and [isabel@allourkin.org](mailto:isabel@allourkin.org) by Wednesday, September 18.