



### **Knowledge Dissemination Business Coach, NY or CT**

**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 Knowledge Dissemination Business Coach to provide technical assistance to family child care networks implementing business development programs for family child care providers. This posting is for 2 full-time positions: one in CT and one in New York City.

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, Stamford and New York City as well. 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 the Bronx. The CT Knowledge Dissemination Business Coach will have the option of working primarily from any CT office and the NY Knowledge Dissemination Business Coach will work out of the Bronx office. S/he will need to occasionally travel to the other All Our Kin offices.

All Our Kin is embarking on a ground-breaking knowledge dissemination initiative to expand our reach by training new communities in our model and best practices around supporting family child care business practices. All Our Kin's Knowledge Dissemination Business Coach will play a key role in executing this initiative.

#### **Key responsibilities of the Knowledge Dissemination Business Coach include:**

- Coordinating sharing of and training on All Our Kin's Family Child Care Business Development program with agencies in Connecticut OR New York City.
- Collaborating with All Our Kin's staff, including Business Coaches, to refine the materials, resources and curriculum shared with agencies receiving technical assistance from All Our Kin.
- Modeling duties of a Business Coach including
  - Offering one-on-one business support to family child care providers and

- Teaching All Our Kin's Entrepreneurship series in English and Spanish. This 30 hour business training program enhances family child care providers' business knowledge. Classes are conducted during evenings and/or weekends.
- Leading trainings of trainers for All Our Kin's FCC Business Development program and ensuring fidelity to All Our Kin's model
- Continuously evaluating our knowledge dissemination efforts and collaborating with All Our Kin's leadership to implement program improvements

**The ideal candidate:**

- Believes in the All Our Kin mission and has a deep commitment to the well-being of children, families, and child care providers;
- Has a minimum of a bachelor's degree with coursework or training in business, economic development, urban development, economic strategies, non-profits, public policy or related fields;
- Is proficient in Microsoft Office, MS Excel;
- Has education and/or experience in business and finance, including:
  - Accounting knowledge, such as cash flow statements and budgets
  - Knowledge about best practices for small businesses
  - Knowledge about marketing (using both online and traditional tools)
  - Basic knowledge of taxes, legal structures, and insurance is preferred, but not required
- Has experience working in urban communities and the ability to work with individuals with diverse backgrounds;
- Has a car or other means to travel to within NYC or Connecticut);
- Has experience with curriculum design, adult learning theory, coaching/training individuals on budgeting and financial management, and/or teaching classes to a large group;
- Has experience managing projects and codifying programs and processes;
- Possesses strong interpersonal skills and can build relationships with diverse audiences;
- Is extremely detail oriented independent, and has the ability to multitask;
- Is a creative problem solver;
- Is fluent in English and Spanish.

**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.6feg8@allourkin.recruitee.com](mailto:job.6feg8@allourkin.recruitee.com)