



## **All Our Kin Intern - Bronx, NY**

**All Our Kin**, Inc. is seeking an experienced and upbeat intern to be part of the New York Team as we build our new site!

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.

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, family 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 family child care providers in New Haven, Bridgeport, Norwalk and Stamford, with a new office opening in Bronx, NY in 2018; 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 excited about our expansion into New York and we are searching for an enthusiastic intern who is a team player, looking to make an impact, and is excited about being a part of an effective, growing and dynamic non-profit organization. The intern will help strengthen and support the NY Director and team as it journeys through opening its first NY site in the Bronx. This is an exciting and groundbreaking opportunity to enter the organization as it grows and develops its work in New York.

**Intern Responsibilities and Learning Objectives** can include but not limited to:

- Engage in building and maintaining various office systems for continuous improvement and efficiencies
- Research birth-three framework in NYC and NY State Identify opportunities for birth-to-three framework
- Use creative vision to assist with the development and implementation of AOK's core programming including Toolkit, Professional Development, Education Coaching, and Business Coaching programs
- Coordinate trainings, activities, and other All Our Kin related events
- Problem-solving, evaluating, and collaborating with NY team to design strategic process for childcare providers and staff
- Networking and community outreach to connect providers to available resources and supports systems.
- Attend weekly or monthly training, webinars, etc.
- Attending monthly staff meetings and trainings

- Data entry and other clerical support
- Assist NYC Director with other tasks as needed

**Ideal candidates will:**

- Be apart of an innovative and dynamic team
- Be proactive, highly organized, detail-oriented and take initiative to achieve goals
- Be equally comfortable and effectively work independently and as part of a team
- Be willing to learn and creatively problem-solve
- Ideally be bilingual in English and Spanish

**Education/Experience:**

- Excellent organizational and problem-solving skills
- Strong communication skills written and verbal

**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 on the cusp of two critical issues: job creating 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 to [nataliek@allourkin.org](mailto:nataliek@allourkin.org).**