



ALL OUR KIN

**Bilingual (Spanish/English) Family Child Care Business Coach  
All Our Kin  
Full-Time, Bronx, NY**

**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 Bilingual Business Coach to provide mentoring, coaching, training, technical assistance and support to family child care providers.

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 New York City 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).

All Our Kin is embarking on a ground-breaking initiative to expand our reach to New York City. 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 a competitive salary, a flexible schedule, and the opportunity to work with a team of skilled and motivated professionals. The Business Coach will work primarily in the New York office. This is a full-time position.

**Key responsibilities of the Bilingual Business Coach include:**

- Offer one-on-one business support to providers including, but not limited to:
  - Helping providers plan, develop, and implement business strategies to run a successful small business
  - Rating providers' improvement using the Business Administration Scale (BAS) tool
  - Problem solving and providing advice in best business practices
  - Helping providers draft contracts and policies, budget yearly income and expenses, improve money management practices, keep detailed records, implement marketing strategies and organize and manage their business
  - Visiting clients' homes for individual coaching sessions

- o 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
- Link providers to community resources and supports
- Collaborate with All Our Kin's staff, including the New York Director

**The ideal candidate:**

- 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:
  - o Accounting knowledge, such as cash flow statements and budgets
  - o Knowledge about best practices for small businesses
  - o Knowledge about marketing (using both online and traditional tools)
  - o Basic knowledge of taxes, legal structures, and insurance is preferred, but not required
- Is knowledgeable about community resources
- Has experience working in urban communities and the ability to work with individuals with diverse backgrounds
- Has experience coaching/training individuals on budgeting and financial management
- Has experience and/or is open to teaching classes to a large group
- Possesses strong interpersonal skills
- Is extremely organized, independent, and has the ability to multitask
- Is a creative problem solver

**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. In addition, being part of the New York team will give on the ground experience during an exciting and innovative time, as well as lots of potential for growth.

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:** Send resume and cover letter by email to [job.5a2n6@allourkin.recruitee.com](mailto:job.5a2n6@allourkin.recruitee.com)