



ALL OUR KIN

## All Our Kin

### NYC Project Manager & Content Developer

**All Our Kin**, Inc., a nationally-recognized, nonprofit organization that trains, supports, and sustains community child care educators to ensure that children and families have the foundation they need to succeed in school and in life, seeks a **Project Manager and Content Developer** to coordinate the successful implementation of technical assistance provided to the New York City Department of Education and partner agencies. This can be a full or part time role. If this is a part-time position, there is the option to focus on either the project management or content design responsibilities listed below.

Based on its track record of success, All Our Kin is embarking on a ground-breaking training and technical assistance initiative to expand our reach by training new communities in our model and best practices around supporting quality in family child care. The NYC Project Manager and Content Developer will play a key role in executing this new initiative in New York City by coordinating activities across multiple workstreams and leading the creation of new resources to ensure the success of the project.

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. The NYC Project Manager and Content Developer will work out of All Our Kin's office in the Bronx. This position will report to and work closely with the Knowledge and Learning Strategist.

#### The NYC Project Manager & Content Developer will:

- ***Project Management: Lead project management of All Our Kin's activities within the NYC Family Child Care Support pilot***
  - Coordinate across All Our Kin's projects within the NYC Family Child Care Support pilot, including:
    - Coaching and monthly professional learning sessions for DOE managers and EarlyLearn family child care coaches,
    - Business supports delivered directly to providers and support staff,
    - Support for NYC Department of Education leadership, and
    - Project evaluation.
  - Build relationships, work collaboratively with and serve as the point person for communication with the NYC Department of Education, EarlyLearn networks and other partners
  - Provide supervision and guidance to two mentor coaches

- Support All Our Kin's NYC training and technical assistance team by leading team meetings, developing policies, tracking expenses, coordinating communication internally, and creating a cohesive and positive team culture
- Identify and pilot technology solutions to share resources and information internally and with external partners
- Compile and identify community resources that could be used to improve quality of providers' programs through coaches
- Coordinate evaluation efforts and support All Our Kin's leadership team in learning from the NYC Family Child Care Support pilot
- ***Content Design: Develop resources for NYC Family Child Care Support pilot***
  - Codify All Our Kin's best practices and approaches for working with family child care providers including coaching strategies and methodologies
  - Oversee, conceptualize, design and present methods, strategies, and materials to communicate All Our Kin's value and asset-based model in an effective and appealing manner
  - Design professional learning, including training, tools and strategies that agencies and coaches can use to improve their work with family child care providers
  - Value and engage stakeholders from different educational levels, and respect their myriad values, backgrounds and experiences; and
  - Work with partners to develop content that addresses their needs and pulls on All Our Kin's internal resources.

**The ideal candidate:**

- Has a BA/BS, MPP, M.Ed. and/or MBA with 3-5 years of experience
- Is a systems-thinker able to organize information in a clear, creative, professional manner
- Understands organizational management and has project management experience
- Exemplifies strong listening, codifying, oral, written and presentation skills
- Has significant early childhood knowledge and experience
- Is willing to work a flexible schedule including evening and weekends if required
- Is an ambitious and enthusiastic team player who is looking to make a difference and is excited about being a part of a high-impact, growing and dynamic non-profit organization
- Is committed to the goal of making high-quality early care and education available to all children
- Is committed to actively combating systemic racism and injustice internally and externally
- Has experience teaching classes to adult learners and in developing professional learning and course content
- Has experience working in urban communities and the ability to work with individuals with diverse backgrounds
- Possesses strong interpersonal and relationship building skills
- Is extremely organized, independent, and has the ability to multitask
- Is proficient in Microsoft Office, MS Excel
- Is preferably 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 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. To apply please email a cover letter and resume to [job.8fr8p@allourkin.recruitee.com](mailto:job.8fr8p@allourkin.recruitee.com)

### **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, family child care professionals succeed as early childhood educators and 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 educators across 4 communities - New Haven, Bridgeport, Stamford and the Bronx; 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).