

Are you interested in working with All Our Kin a few hours a week? If so, we would love to work with you! Each All Our Kin office is looking for a 1-2 enthusiastic family child care educators who would like to support our growing organization by working on administrative tasks for 2-4 hours per week for the next year. The hours and days of this position are flexible but, due to our office hours, they must be completed during the work day (9am to 5pm). This position will be supervised by the site director and work closely with the office associate.

Possible responsibilities may include:

- Filing
- Data entry
- Organizing office files & supplies
- Printing and making copies
- Making phone calls
- Ordering supplies

This position requires the following:

- Commitment to All Our Kin's mission and goal of making high-quality early care and education available to all children
- Strong computer, administrative and/or organizational skills
- Ability to work from one of All Our Kin's offices during working hours (2-4 hours per week)
- Strong interpersonal and relationship building skills
- Being extremely organized, independent, and possessing the ability to multitask
- Oral and written proficiency in English (preference for anyone who also has oral and written proficiency in Spanish or another language)
- Commitment to actively combating systemic racism and injustice internally and externally

To apply, email your resume to <https://allourkin.recruitee.com/o/fcc-office-support-copy> by October 19, 2018. Please indicate which office you would like to work with. You will be contacted by the office with next steps. We anticipate there may be more interest than available opportunities; however, we will continue to share additional opportunities to work with All Our Kin. And you can always see available job opportunities at All Our Kin on our website:

<http://allourkin.org/job-opportunities>