

## **All Our Kin**

### **Professional Development Associate**

**Location:** New Haven, CT with occasional travel around southern Connecticut and the Bronx, NY

**This is a full-time position**

#### **Position Description:**

All Our Kin is seeking a highly organized, driven and creative planner to join the organization as Professional Development Associate. The Professional Development Associate will play a critical role in supporting All Our Kin's professional development offerings for family child care providers—a key part of the organization's programmatic work—by helping to plan and coordinate and also frequently attend All Our Kin's varied evening and weekend workshops across four sites (New Haven, Bridgeport, Stamford and the Bronx). S/he will work closely with the Director of Professional Development and with other members of All Our Kin's staff to ensure that all professional development sessions are best in class, based on best practices in both adult learning and early childhood education, run smoothly and are well-coordinated. Other responsibilities include assisting the Director of PD with planning, developing and managing trainings and events, planning and running All Our Kin's annual conference, managing communication with All Our Kin's network of providers, coordinating provider's evaluation of PD offerings, managing the central PD budget, and strategizing around expansion of offerings and locations.

#### **Reporting Structure:**

Reports to the Director of Professional Development

#### **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, 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 550 home-based family child care providers in New Haven, Bridgeport, Norwalk and Stamford and the Bronx; these parents and educators in turn serve over 3,300 children in our communities.

We are searching for an enthusiastic team player who is looking to make an impact and is excited about being part of an effective, growing and dynamic non-profit organization. We offer competitive salary and benefits, a flexible schedule, and the opportunity to work with a team of skilled and motivated professionals. To learn more about our work, please visit [www.allourkin.org](http://www.allourkin.org).

### **Key Essential Responsibilities:**

- Plan and run All Our Kin's annual conference, including venue coordination, presenter recruitment, staffing logistics and communication with 200 attendees
- Develop partnerships with local organizations, identify quality presenters, analyze and track offerings that are most effective and disseminate best practices throughout the organization
- Manage central communication with our network of providers, including newsletter design, coordination of our monthly mailing/emailing of PD offerings, updating our website's PD page, registration and other phone calls, emails
- Work with AOK Data Team to coordinate the administering and collection of provider evaluation of All Our Kin's PD
- Translate network documents, like newsletters, handouts, policy updates and email communication into Spanish and proofread, as needed
- Provide as-needed support to the Director of Professional Development, to the directors of each AOK site in securing staffing and interpretation for workshops, and to PD presenters, both staff and external
- Order and distribute materials for workshops and events, develop relationships with vendors
- Complete administrative tasks, including but not limited to filing and making copies
- Track PD budget vs. expenses and submit receipts to finance team

### **Qualifications and Personal Characteristics:**

- BA preferred or equivalent experience (3 years minimum) in coordination and project management
- English/Spanish bilingual, both oral and written
- Proven ability to translate between English and Spanish (written). Oral interpretation abilities also ideal
- Experience with MS Office suite, design software like Adobe Creative Cloud, cloud database management software like Salesforce, communication software like ConstantContact. Experience with Internet and social media preferred
- Proficiency with phone systems, copiers, printers, computers, and email etiquette
- Equally comfortable and effective working independently and as part of a team
- Creative, flexible, enthusiastic, hardworking, detail-oriented, personable, inspired and motivated by AOK's mission & core values
- Highly reflective and able to offer and receive feedback on a regular basis
- Well-organized and able to juggle several projects simultaneously and move each forward
- Knowledge of or experience in early childhood education is ideal
- Available to work some evenings and weekends
- Valid driver's license and access to a vehicle

### **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. We offer competitive salaries. **To apply for this opportunity, prepare a resume and cover letter and visit:**

<https://allourkin.recruitee.com/o/professional-development-associate>