Position Title: Early Head Start Education and Operations Coordinator
Reports to: New Haven Co-Director
Position Status: Full-Time
Location: New Haven, CT
Target Start Date: Open until filled
Salary Range: $58,000-$63,000

About All Our Kin

All Our Kin (AOK) is a nationally recognized nonprofit organization that trains, supports, and sustains family child care educators to ensure that children and families have the foundations they need to succeed in school and in life. Through AOK’s programs, family child care providers succeed as early childhood educators and small business owners; parents have access to high-quality, affordable child care, making it possible for them to enter into and remain within the workforce; and infants and toddlers gain the enriching experiences that prepare them to succeed in school and in life. AOK is recognized as a national model, and has been proven through studies to raise the quality, availability, and sustainability of family child care.

AOK first opened its doors in a housing development in New Haven, Connecticut in 1999. Today, we serve over 850 family child care educators with networks representing five Connecticut cities and New York City, in addition to the surrounding communities. Early Head Start (EHS) is a federally funded program that connects low-income families with free, high-quality child care and wraparound services. AOK manages our EHS program through a partnership with the United Way of Greater New Haven (UWGNH).

What You Will Do

AOK is seeking an EHS Education and Operations Coordinator to support our EHS program in New Haven, Hamden, and West Haven, CT. The main goal of this role is to ensure that the EHS team and program meet all required Head Start Program Performance Standards (HSPPS), especially in regard to education content and finance-related practices, and to maintain a smooth day-to-day operation of the program. In addition, this role will provide leadership in identifying and implementing coordinated systems for communication, documentation, ongoing monitoring, and program improvement.

Managing budgets and completing and submitting reports (50%):

- Create program-wide and individualized tri-annual Teaching Strategies GOLD checkpoint reports; create and share out tri-annual School Readiness reports; identify and respond to trends that emerge from the data.
- On time and accurate submission of monthly Program Activity Reports to the UWGNH’s EHS Director.
- In coordination with New Haven Co-Directors, manage education-related EHS budgets, T/TA budgets and all educator purchases for Quality Enhancement (QE) materials.
- Assist with COPA oversight.
- Collect, organize, code and submit EHS receipts.
- Complete credit card report to AOK’s Accounting Team on a monthly basis.
- Submit all finance-related paperwork to the Accounting Team and review monthly finance reports for accuracy prior to submission to UWGNH.
Update and submit EHS program budgets to grantee on a regular basis, in coordination with New Haven Co-Directors and AOK’s Accounting Team.

Oversight of Education Services (30%):
- Monitor and support compliance of the following items by tracking and coordinating directly with educators regarding:
  - Quarterly Teaching Strategy GOLD checkpoints, in particular the inputting of GOLD observations and accurate leveling of children;
  - Thrice yearly Child Action Plan updates & annual educator Program Action Plans;
  - Running ongoing screening reports on COPA to check for compliance with ASQ screenings; and
  - Twice yearly completion of Home Visits (first within 45 days of enrollment) and Family Conferences with families.
- Identify program-wide strengths and areas of growth related to the education content area using data and feedback from the EHS team.
- Manage Teaching Strategies GOLD contract and provide GOLD T/TA support as needed.
- Update Education Content Service Plans on an ongoing basis.
- Update and organize all education-related program materials on the AOK Shared Drive and Google Drive.
- Review, track and organize Education Team’s program visit reports; ensure bi-weekly visits are documented.
- Conduct annual program monitoring visits and annual FCCERS for each site; track and input FCCERS data on SalesForce; identify and create response plan for FCCERS trends.
- Track all education-related notes and data on COPA (Developmental, Disabilities) and ensure PIR education-related data is accurate.
- Update and organize education program materials (forms, handouts, etc.) to ensure that they are user-friendly, inclusive, and available in English and Spanish.
- Collaborate with other EHS team members, members of the broader New Haven and AOK teams.
- In collaboration with NH Co-Director, plan and coordinate quarterly education-related professional development/learning opportunities for team related to program areas of improvement.
- In collaboration with NH Co-Director, provide regular input into EHS budgets, program improvement and strategic planning, especially as related to the education content area of the program.

EHS team-wide coordination and support (10% of FT):
- Collaborate with New Haven Co-Directors in responding to unexpected program-related crises that emerge.
- Plan for and lead EHS educator-specific bi-weekly team meetings.
- Coordinate logistics for team group travel for T/TA opportunities, including registration and reservations.
- Coordinate logistics for quarterly Team Learning Days, including assisting with room reservations, providing input into scheduling/content, arranging outside presenters as necessary, purchasing materials, collecting and sharing team feedback.
- Create surveys and gather feedback from families and team members in order to create annual Program Self-Assessment Report and Program Improvement Plan (PIP), Parent Committee, SAS, and quarterly EHS Team Learning Days, if time allows.
Oversight of EHS family child care educators’ contracts, payments, and orders (10% of FT):
● Create and submit monthly educator payment invoices to AOK’s Accounting Team, including factoring in Care for Kids payments and Home Visit payments.
● Manage contracts with and payments to outside consultants.
● Ensure reimbursement requests for FCC educators are paid and included in finance reports for UWGNH.

Who You Are
● Hold deep beliefs in and commitments to
  o Making high-quality early care and education available to all children
  o Combatting systemic racism and injustice
  o All Our Kin’s values and model
● Experienced and able to
  o Build relationships with diverse stakeholders
  o Communicate well in writing and speaking
  o Set priorities and manage multiple, multifaceted projects simultaneously in a fast-paced, deadline-driven environment
  o Inhabit an entrepreneurial approach, flexibility, and drive
  o Solve tricky problems and make decisions well
  o Operate various computer systems and willing to use new technology
  o Offer, receive, and respond to regular feedback
  o Speak Spanish (not required, but nice to have)
● Eager to build on
  o 2+ years of nonprofit management experience.
  o A minimum of a bachelor’s degree or advanced degree in early childhood education or a bachelor’s degree or advanced degree and equivalent coursework in early childhood education with early education teaching experience in order to meet the HSPPS
  o Considerable experience managing programs, budgets, data systems, and implementation plans
  o A history of demonstrating discretion with confidential information

What You Can Expect
AOK is an innovative, high-impact organization that empowers a growing number of family child care providers, children, and families to succeed. As we scale AOK’s reach, we strive to maintain the collaborative, values-centered environment that is our hallmark and to continually invest in the backbone of our organization: our talented, mission-driven team. AOK is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children’s lives and to our work.

Some of the benefits we offer to our staff members include, but are not limited to:
● Competitive salary commensurate with experience
● Medical, Dental and Vision Insurance
Vacation time - Three weeks paid annual vacation as well as federal holidays and a December holiday (typically December 24 – January 1)

Retirement Plan - All Our Kin offers a 403(b) plan

How to Apply
Please apply through job.vcnoc@allourkin.recruitee.com with a cover letter and resume.