



CONTRACT POSITION – OUTREACH SPECIALIST

Preschool Promise, Inc. seeks a consultant who will recruit families to attend Preschool Promise Partner Preschools; generate demand and excitement for high quality Preschool, and inspire community leaders and organizations to promote the Preschool Promise. **The principal goal is to fill all available high quality Preschool seats and create demand for more high quality seats.**

Primary Responsibilities

1. Recruit families to join Preschool Promise
2. Identify and attend community events that the Preschool Promise can participate in to help promote Preschool Promise's messages
3. Identify and build relationships with key individuals and organizations (businesses, churches, community centers, libraries, cultural centers, etc.) to share Preschool Promise message
4. Conduct weekly outreach "reviews" and share reports with Preschool Promise staff
5. Attend events at Preschool Promise Partner preschools to share information with families
6. Staff community outreach efforts including, but not limited to, hosting tables at key community organizations, and participating in door to door canvassing
7. Staff and help plan Preschool Promise events for families in partnership with the Preschool Promise staff (event costs will be funded by Preschool Promise)
8. Canvass community to recruit families and ensure visibility
9. Participate in monthly phonathon to connect with families

Minimum Qualifications

- Outstanding people skills
- Passionate about families, children and education
- Knowledgeable about and connected in the City of Dayton, Jefferson Township, Kettering, Mad River, Northridge or Trotwood
- Available weekdays after 4:00 p.m. and weekends; daytime availability is a plus
- Able to lift at least 30 lbs.
- Reliable transportation
- Must pass a background check

PAYMENT AND WORK SCHEDULE

Time Period: March – September, 2020

Hours: 12-20 hours/week. Must be available Monday evenings 5:30-7:30 p.m., as well as March 9-12 from 5:30-7:30 p.m.; and March 28 from 9:00 a.m. to 3:00 p.m. Create your own flexible schedule around these dates to work between 12 to 20 hours per week.

Compensation: \$15/hour plus (expenses (such as mileage) on a pre-approved and documented basis)

This is a contracted position. THIS IS NOT AN EMPLOYER – EMPLOYEE RELATIONSHIP

HOW TO APPLY

Please submit a cover letter and resume to Director of Marketing, Charmaine Webster at charmaine.webster@preschoolpromise.org or join us for open interviews on February 17th at the Dayton Metro Library - Southeast Branch from 10:00 a.m. to 5:30 p.m. The address is 21 Watervliet Avenue in Dayton, 45420. Bring a resume, cover letter and list of references.