



PRESCHOOL PROMISE, INC.
JOB DESCRIPTION

TITLE: Family Connector

EFFECTIVE DATE: April 2021

FLSA CLASSIFICATION: Non-exempt

LOCATION: Dayton, Ohio

REPORTS TO: Director of Marketing & Outreach

GRADE LEVEL:

POSITION TYPE: Part-time

PRESCHOOL PROMISE VISION

All Montgomery County, Ohio children are ready for kindergarten.

PRESCHOOL PROMISE MISSION

Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

PRESCHOOL PROMISE COMMITMENT TO EQUITY

Preschool Promise is committed to addressing racial and social inequities in all we do; this position will be focused on ways to connect with Black, brown and white families across Montgomery County.

SUMMARY/OBJECTIVE OF POSITION

The Preschool Promise Connector will serve as a public face of Preschool Promise on social media. The position will “connect” families with early childhood education opportunities to help young children get ready for kindergarten. The Connector will interact with children, families, teachers, community partners, and the public to help families understand the power of Preschool and the importance of building young children’s brains in the early years. The Connector will represent Preschool Promise with energetic enthusiasm and will maintain a positive reputation on and off camera.

ESSENTIAL FUNCTIONS

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- 1) **Represent Preschool Promise as a public face on social media and at events, with a particular focus on families with children under the age of 5**
- 2) **Create, edit and schedule original content across social media platforms**
 - a) TikTok, Instagram, Facebook, Twitter, YouTube



- 3) **Work within a team to create social media content**
 - a) Curate and schedule content for Preschool Promise social media platforms
 - b) Work with graphic designers to create posts in a timely manner
- 4) **Respond appropriately and in a timely manner to comments left by followers on social media channels**
- 5) **Troubleshoot technical aspects of social media channels**
- 6) **Work with Preschool Promise team and contractors to build a strong presence with families of young children to increase the enrollment in Preschool programs**

COMPETENCIES REQUIRED

- Ability to represent Preschool Promise at events, in public, with families in their homes, in the classroom, with school faculty, etc.
- High level of competence with social media platforms
- Ability to curate, create, post, and edit content for social media channels
 - TikTok, Instagram, twitter, Facebook, YouTube (shooting & editing video, able to write captions and posts)
- Ability to organize time, implement and manage multiple projects at one time
- Ability to handle high-pressure situations and deadlines
- Ability to work within a team
- Excellent character and reputation
- Outgoing, energetic, creative, ability to “think on your feet”
- Ability to speak sincerely on camera, and communicate a relevant message
- Strong interpersonal skills
 - Relatable to a wide variety of people, ages, and backgrounds
 - Ability to interview and talk to guests on-camera

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Experience in one or more of the following areas:
 - On-camera personality
 - Journalism/media
 - Early childhood education
 - Theatre or acting
 - Social media
- Some college preferred
- Leadership experience
- Knowledge of the Dayton Region



WORKING CONDITIONS

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

PHYSICAL DEMANDS OF THE POSITION

- Ability to travel locally as needed
- Valid ID with clean driving record
- Poise under pressure
- Able to accept and adjust when constructive criticism is offered
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TYPICAL WORK HOURS

- Part-time employee
- Evenings and weekends will be required, flexible work schedule

TRAVEL REQUIRED

- Minimal local travel required

NON-DISCRIMINATION POLICY

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

FUNDING OF THIS POSITION

Preschool Promise, Inc. funds this position through a legal agreement with the Montgomery County ESC to lease employees to accomplish the Preschool Promise vision and mission. Preschool Promise, Inc. receives core funding from the City of Dayton and Montgomery County



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through tax revenues. This position is on the payroll of the Montgomery County Educational Service Center (ESC) and requires an annual contract between August-July – if the position begins at a different time the contract may be shorter term, with the potential to renew.

TO APPLY

Applicants must send a cover letter and resume to Robyn Lightcap, Executive Director at Robyn.Lightcap@PreschoolPromise.org and upload a headshot and short submission video by clicking here [VideoAsk.com](https://www.VideoAsk.com).