



CONTRACT POSITION –OUTREACH SPECIALIST 2021

Preschool Promise, Inc., is looking for energetic, outgoing people who will help spread the word about the importance of Preschool, connect with families with young children, and collect contact information/leads for people who could join the Preschool Promise family. Preschool Promise's goal is to help all children in Montgomery County be ready for success in kindergarten and life, and the Outreach Specialist plays an important role in recruiting families and making sure all children can attend a high-quality Preschool.

Responsibilities

Participate in training and weekly meetings

1. Attend required training: June 2, June 3, June 8, June 9 from 5:30-7:30 p.m.; also attend on-the-job-training on June 7 as we work at the Dixie Drive-in Movie Theatre from 8:30-11:30 p.m.
2. Attend weekly check-in meetings with other Outreach Specialists to share ideas – every Monday starting June 14 through September 13, 2021 from 5:30-7:30 p.m. at the Preschool Promise offices, 2251 Timber Lane, Dayton, OH 45414

Participate in outreach activities

3. Staff community outreach events, including but not limited to hosting tables at key community organizations' events and participating in door-to-door canvassing
4. Attend events at Preschool Promise partner Preschools to share information with families
5. Find neighborhoods in targeted communities to canvass; canvass to recruit families
6. Participate in phone-a-thons to connect with families

Suggest and initiate outreach ideas

7. Present new and innovative ideas for outreach to the Preschool Promise staff

Qualifications

- Outstanding people skills
- Outstanding reputation and work ethic
- Passionate about families, children and education
- Knowledgeable about and connected in the City of Dayton, Jefferson Township, Kettering, Mad River Township/Riverside, Kettering, Northridge, Harrison Township, Trotwood, and West Carrollton/Moraine
- Flexible schedule, with availability after 4 p.m. on weekdays, and all day on weekends; daytime availability is a plus
- Able to lift and transport at least 30 lbs. (recruiting materials, signage, etc.)
- Must have reliable transportation
- Must pass a background check

Compensation and Term

8-20 hours/week; contract term from June 2-September 14, 2021; \$15/hour, plus reimbursement for expenses such as mileage or materials, if Preschool Promise staff approved the expenses in advance

Please note: This is a contract position; it is not an employer-employee relationship.

How to Apply

Please submit a cover letter explaining your interest and a resume to Outreach@PreschoolPromise.org.