



Preschool Promise, Inc.
JOB DESCRIPTION

TITLE: Community Engagement & Outreach
Manager

EFFECTIVE DATE: April 2021

FLSA CLASSIFICATION: Exempt

LOCATION: Dayton, Ohio

REPORTS TO: Executive Director

GRADE LEVEL: 6

POSITION TYPE: Full 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. We believe this requires a commitment to working on racial equity as individuals and as we work together to accomplish our goals. This position is responsible for developing and implementing anti-racist policies and processes to engage with Black, Brown, Hispanic, and immigrant communities as we help all children participate in high-quality preschool and early learning.

SUMMARY/OBJECTIVE OF POSITION

This position is responsible for designing and implementing the outreach and community engagement strategies to increase participation in preschool and early learning in all families, with a focus on eliminating barriers so Black, Brown, and white families who do not typically attend preschool have access to high-quality preschool.

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) Develop & implement a strong grassroots campaign to recruit and engage current and future Preschoolers and their families.**
 - a) Oversee the strategy development, training, and implementation plan for the outreach team to increase enrollment in preschool.
 - b) Manage the team of outreach specialists.
 - c) Continually develop and improve messaging & materials for outreach specialists to share with families and to communicate the benefits of preschool.
 - d) Manage and implement a plan to engage with children and families who are not yet in their last year of Preschool before Kindergarten to improve the pipeline and increase overall engagement in high-quality preschool.
 - e) Build relationships with community organizations, businesses, and government entities to increase participation in Preschool across all racial groups.
 - f) Develop creative ideas and plan events with providers, partners, and parents to recruit and/or engage current & future families to join the Preschool Promise community.
 - g) Lead the Parent Ambassador program to empower parents to share the importance of high-quality early learning and to leverage their insight to inform Preschool Promise strategies.
- 2) Build intentional strategies to connect with Black, Brown, Hispanic, Turkish, and immigrant communities to promote participation in early learning and preschool experiences.**
 - a) Build relationships with Black, Brown, Hispanic, Turkish, and other immigrant communities to identify the obstacles that face our families and children as they access preschool.
 - b) Develop strategies to overcome these obstacles and make high-quality preschool and early learning experiences accessible to all families.
 - c) Monitor data and assess inequities in preschool access and participation by geography, race/ethnicity, gender, and socio-economic status and identify strategies to eradicate the inequities.
- 3) Manage the Preschool Promise Outreach and Community Engagement team and budgets.**
 - a) Support and implement priorities established in the strategic plan and accomplish annual goals.



- b) Lead and manage Preschool Promise Outreach and Community Engagement staff team members to develop their skills, execute projects effectively, and accomplish their annual goals.
- c) Create and manage the Outreach and Community Engagement budget to ensure fiscal responsibility with tax-payer dollars.
- d) Work with Preschool Promise Directors and staff team members to build a friendly, supportive, healthy, high-functioning team.

COMPETENCIES REQUIRED

- Ability to take initiative and contribute ideas and solutions
- Ability to lead and work with teams
- Ability to work with people with different ethnic backgrounds, racial identities and socio-economic statuses
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Ability to organize and manage time effectively
- Ability to avert problem situations and resolve conflicts
- Strong interpersonal skills and customer-service orientation

REQUIRED EDUCATION AND EXPERIENCE

- Previous experience engaging diverse community partners to support a cause
- Demonstrated organizational and supervisory skills
- Demonstrated knowledge of racial equity and inclusion strategies
- Some college or advanced coursework beyond a High School Diploma

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Minimum of three years of experience working in community engagement, community organizing, or campaigning
- Knowledge of the Montgomery County/Dayton early childhood community and/or non-profit community
- Strong relationships with non-profit service providers in the Dayton region
- Associate's degree or Bachelor's degree

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 to meetings and work assignments
- 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

- Standard Monday-Friday work days for most of the year; more evening and weekends during outreach season
- Flexible work schedule to account for weekend and evening work commitments

TRAVEL REQUIRED

- Occasional travel within Ohio and out-of-state may be required for select training events, conferences, and professional development

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

This position is on the payroll of the Montgomery County Educational Service Center (ESC) and requires an annual contract between the employee and the Montgomery County ESC.



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 through tax revenues.

To apply for this position, please email a cover letter citing the position you are interested in and why, and a resume to Robyn.Lightcap@preschoolpromise.org.