



## **Job Description**

Cincinnati Preschool Promise  
Promise Team Member – Outreach & Enrollment

### **Overview**

Cincinnati Preschool Promise seeks is looking for results-driven individuals to join the Promise Team. The Promise Team focuses on enrolling preschoolers, recruiting community providers, and promoting the value of early childhood education. Dynamic individuals with sales and recruitment experience are needed to generate excitement about the opportunities preschool offers and support stakeholders through the process of joining the Cincinnati Preschool Promise network. Promise Team members are responsible for direct engagement of families, educators, preschool owners, and community partners to meet annual programmatic goals in further of CPP's mission to make high-quality preschool accessible for every child in Cincinnati.

### **Key Responsibilities**

- Communicate to parents the value, accessibility, and affordability of high-quality preschools
- Increase preschool enrollment at Cincinnati Preschool Promise Community Provider sites
- Facilitate submission of enrollment documents and applications for Tuition Assistance through site visits at community preschools in the CPP network.
- Provide positive onboarding experience for Community Providers new to the Cincinnati Preschool Promise network through multi-media presentations, including in-person and Zoom, Microsoft Teams, and Google Meet platforms.
- Reinforce the spirit of partnership and collaboration between CPP and community providers
- Offer Community Providers individualized support to participate in and comply with all CPP policies
- Attend community events to recruit families, teachers, and preschool owners to join the CPP network
- Support the annual strategic objectives and work plan for outreach and enrollment as directed by CPP's Outreach & Enrollment Manager

### **Desired Qualifications**

- Exceptional communication and community engagement skills
- Experience in sales and marketing with a track record of meeting targets and goals
- English language fluency; bilingual in Spanish a plus
- Strong customer service skills and
- Knowledge of early childhood education beneficial
- Proficient in Microsoft Office Suite- Excel, PowerPoint, and Word
- Experience handling sensitive and confidential inquiries
- Ability to manage customer relations with a high-level of quality
- Cultural competency and ability to interact with people of all backgrounds

- Ability to work collaboratively
- Enthusiasm for the Cincinnati Preschool Promise mission of helping families access high-quality, affordable preschool for their children
- Reliable transportation for travel throughout Greater Cincinnati; travel reimbursement provided

**Start Date:** March 2023

**Hours:** 20-30 hours per week, flexible schedule, evening and weekend hours required as needed

**Compensation:** Competitive Salary starting at \$21/hr with retention bonus and periodic performance-based increases

**To apply:** Please send a resume & references to [projects@cincy-promise.org](mailto:projects@cincy-promise.org). Candidates selected for an interview will be asked to create and present a brief sales pitch.