



ADMINISTRATIVE SPECIALIST-SUPPORT SERVICES JOB DESCRIPTION

TITLE: Administrative Specialist-Support Services

EFFECTIVE DATE: January 2025

FLSA CLASSIFICATION: Non-Exempt

LOCATION: Dayton, Ohio

REPORTS TO: Marketing and Outreach Manager

GRADE LEVEL: 1013

POSITION TYPE: Full-time

PRESCHOOL PROMISE VISION

All Montgomery County, Ohio children are ready for kindergarten.

PRESCHOOL PROMISE MISSION

Preschool Promise partners with families, providers, and community leaders to ensure that all children have high-quality early care and education experiences from Prenatal through Age 5.

SUMMARY/OBJECTIVE OF POSITION

The Preschool Promise Administrative Specialist for Support Services provides administrative and project coordination support for the Marketing and Operations departments.

ESSENTIAL FUNCTIONS:

The following duties represent key responsibilities and performance expectations. Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform essential functions.

1. Content Creation and Social Media Management

- Develop and create engaging content for social media platforms.
- Review Kindergarten Readiness Skills identified by Early Learning Initiatives to determine necessary video content.
- Arrange site visits with the Attendance and Enrollment Coordinator, as well as coaches, to capture video footage and photos.
- Assist the manager in scheduling social media posts using social media management software.
- Support the execution of the organization's marketing and outreach strategies.

2. **Project Coordination:**
 - Coordinate project activities such as ordering and distributing monthly books and t-shirts for Preschool Promise partner sites, signage, and play kit supplies.
 - Manage and track orders, spending, and invoicing to ensure timely and accurate project execution.
3. **Communication and Branding Support:**
 - Assist the manager with drafting and editing communication materials, ensuring consistent messaging and branding across departments.
 - Support cross-departmental communications and maintain alignment with the organization's goals, particularly in preparing children for Kindergarten
4. **Outreach Coordination:**
 - Collaborate with the manager to plan and schedule outreach events.
 - Organize and distribute outreach materials to Outreach Specialists and manage the ordering of necessary supplies.
 - Utilize time-tracking software to manage team requests and submit check requests for Outreach Specialists.
 - Oversee lead card collection, mapping, and organization in Salesforce.
5. **Administrative Support:**
 - Submit check requests, credit card documentation and order supplies and materials in an accurate and timely manner.
 - Assist with Preschool Promise events, including event coordination and logistics.
 - Provide general administrative support.
6. **Team Collaboration and Professional Development:**
 - Contribute to a positive and collaborative work environment by building supportive relationships with colleagues.
 - Participate in ongoing professional development, as available
 - Assist with special projects and assignments as needed to further the mission of the organization.

Qualifications:

- Proven ability to manage social media platforms and create engaging content.
- Strong organizational and project coordination skills.
- Experience in marketing, communication, or outreach activities.
- Ability to work collaboratively and contribute to a high-functioning team.
- Commitment to professional growth and cultural competency.

COMPETENCIES REQUIRED

- Ability to organize time, implement and manage multiple projects at one time
- Ability to plan and organize work in observance of deadlines
- Ability to work effectively as a cooperative member of the department
- Proficiency with Google Suite (Gmail, docs, sheets, drives, etc.) as used for preparing forms and maintaining correspondence, reports, and special projects
- Demonstrated ability to work independently
- Demonstrated ability to learn and apply new information and systems.
- Excellent written communication skills

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree preferred

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Marketing and/or administrative experience

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 work at the Preschool Promise offices located at 2251 Timber Ln. Dayton, OH 45414
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TRAVEL REQUIRED

- Travel to various locations around Montgomery County will be expected.

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 a 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). Preschool Promise, Inc. has a contract with the Montgomery County ESC to manage the human resource functions, including payroll and benefits for its personnel. Preschool Promise, Inc. is funded by the City of Dayton, Montgomery County and other private foundations.