



Pittsburgh Promise Ambassadors: Position Description

What is a Pittsburgh Promise Ambassador?

Promise Ambassadors are 11th and 12th grade students who work to promote post-secondary access, become lead advocates for The Pittsburgh Promise, and promote Promise-Readiness. Ambassadors work at The Pittsburgh Promise office, within their own schools, and across Pittsburgh's communities. Promise Ambassadors receive training designed to help them communicate to a variety of audiences and develop their professional skills. This is a paid position (\$10 per hr.).

Duties:

- Raise awareness among all students about the opportunity to receive a Promise Scholarship
- Support seniors in completing The Promise scholarship application online
- Inform students about post-secondary options
- Represent and table for The Pittsburgh Promise in the community
- Attend college/trade school tours and share this information with peers
- Inform students about FASFA and PHEAA
- Conduct Promise presentations in schools and at community events
- Help to recruit and train Promise Ambassadors for the following year

Requirements:

- Participate in ***mandatory*** summer training, once per week, throughout the summer
- Work approximately 10 hours per month during the school year
- Promote The Promise at school by staffing information tables a minimum of twice per month during lunch
- Attend meetings held monthly at The Promise office
- Host a Promise Day or Promise Week at school to promote awareness to younger grades

Time Line of events:

- *Summer:* Attend mandatory summer training sessions once per week at The Promise office and elsewhere
- *Summer/Fall/Winter:* Attend college/trade school tours at each Preferred College Partner campus
- *Fall/Winter/Spring:* Assist seniors with accessing and completing The Promise application
- *Fall/Winter/Spring:* Promote FAFSA and PHEAA completion among the senior class
- *Fall/Winter/Spring:* Set up table during lunch to promote Promise and assist seniors with post-secondary planning
- *Spring:* Plan for, schedule, and oversee a Promise Day at school
- *Spring:* Begin to recruit new Promise Ambassadors for the upcoming school year
- *Late Spring/Summer:* End of year wrap up and reflection

Questions? Contact Mr. Danny Jackson at The Pittsburgh Promise: 412-745-2224 or danny@pittsburghpromise.org