



## Pittsburgh Promise Ambassadors: Position Description

### **What is a Pittsburgh Promise Ambassador?**

---

Promise Ambassadors are 11<sup>th</sup> and 12<sup>th</sup> grade students who work to promote post-secondary (college) 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 (\$12 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 (college) 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:**

---

- ☀️ Commit to ***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

### **Timeline 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](mailto:danny@pittsburghpromise.org)