

## 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/trade school) access and become lead advocates for The Pittsburgh Promise. Ambassadors work at The Pittsburgh Promise office, at their schools, and across the city. Ambassadors receive training to help them communicate to a variety of audiences and develop their professional skills. This is a paid position (\$12.00 per hour). **Applications are due on Friday, March 27.**

### **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/trade school) options and financial aid (FAFSA/PHEAA)
  - Conduct Promise presentations in schools
- Host a post-secondary readiness event at school (ex: college fair, class meetings, FAFSA workshops, etc.)
- Represent The Pittsburgh Promise at community events
- Attend college and trade school tours and share this information with peers

### **Time Commitment:**

- 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 once per month during lunch
- Attend meetings held monthly during the school year at The Promise office

### **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 Preferred College Partner campuses
- *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:* Promote Promise-readiness and assist seniors with post-secondary planning
- *Spring:* Host a school event to promote post-secondary readiness
- *Spring:* Begin to recruit new Promise Ambassadors for the upcoming school year
- *Late Spring/Summer:* End of year wrap up and reflection

### **Apply here by March 27!**

<https://forms.office.com/r/jpcTLAT2hP>

