



Sidewalk Ambassador, Temporary Position

**Start May 1<sup>st</sup> – Ends September 30<sup>th</sup>**

**CELL PHONE CREDIT & TRI-MET PASS PROVIDED  
WORK OUTDOORS IN DOWNTOWN PORTLAND**

**Location: Downtown Portland**

**Hours: Approx. 30 hours per week (varies based on events schedule)**

**Work Week: Mainly Wednesday-Sunday with some Monday's**

**Compensation: \$20.00/hour**

**Reports to: Director Downtown Activations & Shift Lead**

**Do you love Downtown Portland?** Want to help visitors and community members experience all the great things downtown? We're looking for energetic, outgoing individuals to join our team as **Sidewalk Ambassadors**—a highly visible, friendly group providing world-class hospitality in the heart of the city.

Sidewalk Ambassadors are responsible for providing visitors and locals with highly visible and friendly world-class hospitality. We are a customer service focused group that is seeking individuals who are not afraid to approach strangers on the street or in the park to provide information and wayfinding, have a good knowledge of downtown Portland, be stewards of Director Park and the upcoming Darcelle XV Plaza, have a can-do spirit, and live an active lifestyle.

We are part of the downtown community and strive to keep downtown clean, safe, and vibrant. We provide ongoing training including site visits to museums and attractions to obtain firsthand knowledge of the things that make Portland so great. This is not a sales or solicitation position. You are providing personalized and authentic recommendations to visitors and community members downtown. Ambassadors are also stewards of Director Park and Darcelle XV Plaza and assist with activations and events both downtown wide and at the parks.

**Duties include:**

- Greet and assist visitors and community members with directions, information on how parking kitty works and how to ride public transportation, what is open, food recommendations, and shopping suggestions.
- Assist with promoting local events that are happening around Downtown Portland.
- Event support that occurs at Director Park, Darcelle XV Plaza, and in other locations downtown.
- Setting up tables, chairs, lawn games, etc. at the parks.
- Event support for Downtown Portland Clean & Safe Signature events such set up and pack down, handing out promotional flyers to businesses, placement of marketing materials, and more.



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- Serve as a Steward of the parks including cleaning the park, proactively providing customer service to visitors, cleaning tables and chairs, picking up trash, leaf blowing, etc.
- Working together as a team and alone to complete daily tasks and projects.
- Walking in all weather conditions upwards of 5 to 7 miles.
- Lifting/carrying items that are at least 25 lbs., push carts, and set up of our mobile kiosk station.
- Ride a tricycle to locations around Downtown Portland to promote tourism activities.

### **What we're looking for:**

- The Sidewalk Ambassador should be a proven self-starter and possess clear, concise, and proven communication skills.
- A strong customer service mindset with the ability to connect with people from diverse backgrounds and experiences.
- Champion a welcoming and vibrant experience
- Have a positive and can-do energy!
- Be flexible with availability and must be able to work on weekends.
- Have a knowledge of things to do in downtown Portland.
- Experience in events, hospitality, and/or tourism is a plus.

Please note: Sidewalk Ambassadors spend a significant amount of time outdoors. In the course of duties an employee may walk five to seven miles a day. Requirements include the ability to bend, lift, and remain standing and walking for the duration of the shift. It also requires the ability to lift 25 lbs., push carts, pick tables and chairs up, and set up our mobile Kiosk station. Fulfilling these outdoor tasks, the employee is exposed to sun, dust, and extremes in temperature and or humidity. First Aid training will also be required and can be supplied by Downtown Portland Clean & Safe at the beginning of the position.

Please submit a resume and a cover letter to [careers@portlandalliance.com](mailto:careers@portlandalliance.com) explaining why this job is for you! No phone calls please.

### **We value equal opportunity and workforce diversity.**

*Downtown Portland Clean & Safe an affiliate of Portland Business Alliance is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.*



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About the Portland Business Alliance: The Portland Business Alliance (“Alliance”) serves as the umbrella organization that houses several collaborative affiliate entities including: the Portland Metro Chamber, Downtown Portland Clean and Safe and the Charitable Institute.

Our mission is to create opportunities and advance the well-being for all who live and work in the greater Portland and SW Washington region. Our vision is a healthy and resilient business ecosystem across the Portland metro region. Our values of equity, collaboration, resiliency, integrity, and transparency guide our work.