



Sidewalk Ambassador, Temporary Position

Starts November— Ends December 20th

TRI-MET PASS PROVIDED

Location: Downtown Portland

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

Work Schedule: Mainly Thursday-Sunday

Compensation: \$20.00/hour

Reports to: Director Downtown Activations & Shift Lead

Do you love Downtown Portland?

Sidewalk Ambassadors provide visitors and eventgoers with friendly, highly visible hospitality throughout downtown. We're looking for people who are comfortable approaching strangers, providing information and wayfinding, promoting events and activities, assisting with events, and creating a positive experience for everyone visiting downtown.

Ambassadors should have a good knowledge of Downtown Portland, be enthusiastic stewards of Director Park and Darcelle XV Plaza, bring a can-do spirit, and enjoy an active, people-focused work environment.

Holiday Sidewalk Ambassadors

We are seeking **two (2) Sidewalk Ambassadors** to support our holiday programming at **Director Park, Darcelle XV Plaza, and throughout downtown.**

During the holiday season, our parks are buzzing with festive events and activations, including Letters to Santa, holiday markets, and other special programming designed to bring people downtown. Holiday Sidewalk Ambassadors will welcome guests, answer questions, support event operations, share information about upcoming activities, and help keep our holiday programming running smoothly.

Duties include:

- Greet and assist visitors and community members with directions, information about Parking Kitty and public transportation, what's open, food recommendations, and shopping suggestions.
- Provide event support at Director Park, Darcelle XV Plaza, and other locations downtown.



Sidewalk Ambassador, Temporary Position

Starts November— Ends December 20th

TRI-MET PASS PROVIDED

- Set up and pack down tables, chairs, lawn games, and other event equipment.
- Help facilitate programming such as open mic nights and craft workshops for the Santa letters.
- Support Downtown Portland Clean & Safe Signature events, including setup and pack down, distributing promotional flyers to businesses, placing marketing materials, and more.
- Serve as a steward of the parks by cleaning tables and chairs, picking up trash, leaf blowing, and proactively assisting visitors.
- Work independently and as part of a team to complete daily tasks and projects.
- Walk up to 5–7 miles per day in all weather conditions.
- Lift and carry items weighing at least 25 lbs., push carts, and set up the mobile kiosk station.

What we're looking for:

- A proven self-starter with clear and effective communication skills.
- A strong customer service mindset and the ability to connect with people from diverse backgrounds and experiences.
- Someone who champions a welcoming and vibrant downtown experience.
- Positive, can-do energy!
- Flexible availability, including weekends.
- Knowledge of things to do, places to visit, and services available in Downtown Portland.
- Experience in events, hospitality, and/or tourism is a plus.

Please note: Sidewalk Ambassadors wear a uniform each shift and does include winter gear. They also spend significant time outdoors. Employees may walk 5–7 miles per day and must be able to bend, lift, stand, and walk for the duration of a shift. The position requires lifting up to 25 lbs., pushing carts, moving tables and chairs, and setting up the mobile kiosk station. Employees may be exposed to sun, rain, wind, dust, and varying temperatures and humidity. First Aid training is required and will be provided by Downtown Portland Clean & Safe at the beginning of the position.

Please submit a **resume and cover letter** to careers@portlandalliance.com explaining why this job is a good fit for you. **No phone calls, please.**

We value equal opportunity and workforce diversity.



Sidewalk Ambassador, Temporary Position

Starts November– Ends December 20th

TRI-MET PASS PROVIDED

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.

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.