



Position: Downtown Welcome Ambassador
Classification: Part-time, Seasonal, Non-Exempt
Reports To: Marketing & Communications Manager

The El Paso Downtown Management District (DMD) is looking for a highly motivated, organized, outgoing, public service driven individual to work in a highly visible, high energy, ever evolving, Downtown environment. The DMD is a quasi-governmental entity and an equal opportunity employer.

Position Description

A Downtown Welcome Ambassador is responsible for, but not limited to, creating a welcoming environment for all who visit Downtown El Paso. This includes tourists, business owners, employees, residents, organizations and vulnerable street people. The Downtown Welcome Ambassadors provide a visible, uniformed, friendly presence and serve as information sources to the public, local businesses, residents, police, fire, other city organizations, and the Downtown Management District.

Ambassadors will be assigned specific work areas within Downtown El Paso, be assigned specific tasks, and will report to the Program Manager (Marketing & Communications Manager).

Specific roles of a Downtown Welcome Ambassador:

- Serve as a goodwill ambassador and information source for Downtown El Paso.
- Provide a visible, friendly, and welcoming presence.
- Greet visitors, provide assistance and respond to the needs of visitors.
- Communicate information about Downtown El Paso venues, sites of interest, history and current entertainment options.
- Interact with local area businesses and property owners to help support customer base.
- Communicate with co-workers and supervisors via cell phone to report location, public safety issues, sanitation needs, and facility problems.

Necessary Skills, Knowledge and Abilities

- Self-motivated, energetic learner and leader with great pride in El Paso.
- Strong communication skills – verbal, written, and listening. Ability to communicate in English and Spanish required.
- Strong interpersonal skills and ability to work with groups and the public.
- Ability to follow instructions.
- Required to maintain a clean, neat appearance.
- Experience in using electronic reporting systems and smartphone apps.

Requirements

- Ability to meet physical demands required by the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to work in adverse weather conditions.
- Position will require evening and weekend hours, with additional requirements to be on call. Hours may vary occasionally for special events and operations.

Preferences

- Proof of vaccination from the COVID-19 virus

Compensation

- Hourly Pay: \$10.00

Summer 2021 Schedule (June 5, 2021 – September 5, 2021)

- Fridays – 4pm-8pm
- Saturdays (2 shifts) – 11am-3pm and 4pm-8pm
- Sundays – 12pm – 4pm

To Apply:

Submit the Downtown Management District Application for Employment, a cover letter, and an up-to-date resume:

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