



Downtown Welcome Ambassador:

A Downtown Welcome Ambassador is responsible for, but is not limited to, creating a welcoming environment for all who frequent Downtown El Paso. This includes tourists, business people, 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, particular tasks, and report to the Marketing and Communications Manager.

Specific roles of a Downtown Welcome Ambassador:

- Serve as a goodwill ambassador, information source, and positive, welcoming advocate 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 the customer base.
- Communicate with co-workers and supervisors via radio/cell phone to report location, police 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, both 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 essential functions.

201 E. Main, Ste. 107
El Paso, Texas 79901
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downtownelpaso.com



- Ability to work in adverse weather conditions.
- Position will require evening and weekend hours, with additional requirements to be on call. Hours may occasionally vary for special events and operations.

Compensation:

- Hourly Pay: \$10.00

Summer 2023 Schedule (May 2023– September 2023):

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

Reports To:

Marketing and Communications Manager

To Apply:

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

Lupe Diaz
Marketing & Communications Manager
El Paso Downtown Management District
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