**Position Title: Ambassador**

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| **Department: Resource Development** | **FLSA Classification:** Choose an item. |
| **Location:** | **EEO Classification:** Choose an item. |
| **Supervisor: Resource Development** | **Status:** Seasonal |

**Summary:**  As an Ambassador for United Way of Central Florida participating in the annual fundraising campaign, the focus is to assist with the implementation of successful employee campaigns by building interest and enthusiasm towards the goal to increase financial support.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

* Maintain close contact with employer coordinators at assigned accounts
* Coordinate and facilitate employee meetings for assigned accounts
* Present campaign information through the use of campaign and presentation materials
* Schedule and introduce partner agency speakers
* Collect campaign donor cards for processing
* Ensure timely follow up for any outstanding items or issues
* Participate in special events as needed
* Follow all organization’s policies, practices, and procedures
* Provide support and assistance to other Ambassadors
* Perform other duties as assigned

**Qualification/Requirements:**

* Ability to read, analyze and interpret technical, financial and legal documents. Ability to respond to questions from groups of managers, clients, customers and the general public. Ability to respond to common inquiries or complaints from customers or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.
* Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
* Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
* Basic personal computer skills to include electronic mail, word processing, spreadsheets and graphics
* Ability to handle multiple tasks simultaneously

**Education/Training/Experience**

High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience; specialized certifications preferred

**Physical Demands:**

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up to 25 lbs.

Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

**Travel Demands:** Must have reliable transportation and ability to travel to worksites and community based meetings and events

**Disaster Response:** Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Polk County Emergency Support Function (ESF) is activated. It is expected that all employees will work in their disaster response roles as assigned after they have assessed the welfare of their families and the safety of their own surroundings.