

## Part-time or Full-time Promotional Ambassador

### Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are seeking a part-time or full-time Promotional Ambassador. This is an in-person position, and you will be expected to work on site. You will report to the communications manager at 2 Kingsland Avenue, Brooklyn, NY 11211.

### Who you are:

You are personable, versatile, and equipped with expertise that translates into successful client referrals and increases brand recognition.

### What you'll do:

This role is **public-facing** you will interact directly with the community in the promotion of and recruitment for services. Before and after presentations or events with the public you will collaborate with the St. Nicks Alliance team and partners to develop strategic approaches for successful engagement and enrollment in our services. You will regularly attend community events and forums to access community residents and customers to increase recruitment and awareness of our services. You will identify new sites and develop partnerships that will build and support referrals.

Specific duties include, but are not limited to:

- Face-to-face promotion and marketing of St. Nicks Alliance services and work.
- Represent St. Nicks Alliance at marketing and community events. Organize and prepare for each event for maximum exposure and engagement with public and successful referrals.
- Work closely with St. Nicks Alliance to learn: what services we provide, client eligibility requirements, the target market for each service, and criteria for successful referrals.
- Work closely with communications to ensure marketing content is communicating effectively to attract prospective customers.
- Prepare and submit a referrals report on each marketing event. Track results on referrals provided to senior managers and partners. Meet with managers and partners to improve results and outcomes.
- Collect contact lists.
- Work and develop partnerships with other community groups and key sites for promotion of services.
- Increase ad revenue and distribution sites for *North Brooklyn Community News*/ *GREENLINE*.
- Must be able to work weekends and evenings as needed. (*You will not exceed a 35-hour work week.*)

### What we are looking for:

- high school graduate (required), associate's degree or higher in marketing, psychology, business administration, or similar is a plus
- two or more years of experience in direct and/or client-facing marketing
- bilingual in English and Spanish, not necessarily fluent but with a capable understanding of Spanish
- superb interpersonal skills: communication, customer engagement, and collaboration
- adept at the proper collection and documentation of marketing metrics
- strong time management and organizational abilities
- adaptable in operating independently and collaboratively

**What's in it for you:**

- Part-time salary starts at \$21 per hour working between 16 hours–25 hours per week.
- Full-time salary starts at \$40K annually with benefits.
- competitive benefits package (medical, dental, vision, 401k)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning and development opportunities, access to wellness programs

**How to apply:**

Candidates should email resume and a cover letter illustrating their success working in this field to [communications@stnicksalliance.org](mailto:communications@stnicksalliance.org).

St. Nicks Alliance is an Equal Opportunity Employer that values diversity. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws. Visit us at [stnicksalliance.org](http://stnicksalliance.org)