



JOB DESCRIPTION

Job Title:	Ambassador Coordinator	Job Category:	Administration
Location:	TROT's Office	Travel Required:	Minimal
Level/Salary Range:	\$15/hour	Position Type:	Part-time 15 hrs/wk
Will Train Applicant(s):	Yes	Reports to:	Executive Director

Applications Accepted By:	
EMAIL OR MAIL: Email to info@trot3cities.org Mail to PO Box 5108, Pasco, WA 99302 Attn: Cynthia MacFarlan	

Position Summary: Ambassador Coordinator reports to, and is managed by, the Executive Director. The Ambassador Coordinator is responsible for maintaining the overall purpose and direction of the Ambassador Program. The Ambassador Coordinator is expected to make recommendations to the Executive Director regarding any significant issues or problems identified.

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ROLE AND RESPONSIBILITIES

Nature and Scope: The Trot Ambassador Coordinator oversees the Ambassador Program and curates communities of interesting professionals, entrepreneurs, and freelancers from across the Greater Tri-Cities to increase mission awareness of TROT – Therapeutic Riding of Tri-Cities. Principal duties include, but are not limited to the following:

Manage the recruitment and training of future Ambassadors including:

- Improve on our current sourcing strategy to find amazing Ambassadors across the region.
- Coordinate, schedule, and conduct interviews with qualified candidates.
- Manage all new Ambassadors onboarding and training, providing onboarding support throughout their entire onboarding process.
- Host Ambassador kickoff calls.
- Work with Ambassadors on drafting event plans
- Manage internal access and tools, alongside the Administrative Assistant (Facebook, Instagram, and internal tools)
- Support Ambassadors in the planning and promotion of local marketing events including:
- Identifying key location partnerships in the market.
- Coordinating with local teams and managing event plans.
- Driving event marketing initiatives.
- Generate weekly status reports and provide strategic recommendations for Ambassador Program growth.
- Manage our active roster of new Ambassadors. Make recommendations for improvements to tools and processes.
- Share appropriate content for Ambassadors through social media channels.
- Manage marketing content and collateral database for Ambassadors.
- Research events for Ambassadors to attend in markets.

Manage the office and the administrative affairs of the organization

- Manage ambassador recruits.
- Assist with answering program inquiries.
- Prepare Ambassador Program reports for the meetings of the board of directors.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 2+ years working and /or volunteering for a non-profit organization preferred.
- 1+ years of inbound or outbound sales; including Account Executive or similar role.
- 1+ years of recruiting experience interviewing and onboarding candidates.
- Relevant marketing experience related to branding, events or content.
- Proficient with Microsoft Office programs, social media platforms & internet functions.
- Highly organized with the ability to carry out multiple tasks efficiently with little supervision.
- Exceptional interpersonal skills, including the ability to successfully communicate with people from diverse backgrounds.
- Ability to problem-solve and exercise sound judgment.
- Comfortable with the special needs' population.