

# DOWNTOWN AMBASSADOR PROGRAM



## JOB DESCRIPTION

### DOWNTOWN AMBASSADOR PROGRAM MANAGER

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FULL TIME- SALARY POSITION

Hiring Range - \$75,000 / \$80,000 / \$85,000 - base salary plus annual 5% bonus potential

Benefits Include: \$1,000 a month benefit stipend and three weeks of paid vacation

#### POSITION SUMMARY

The Downtown Ambassador Program Manager is responsible for organizing and implementing programming and strategies to improve the visual appearance and maintenance conditions in downtown Loveland. This hands-on position will work in the field on a daily basis and lead efforts to improve the downtown district through implementing cleaning programs, graffiti removal initiatives, timely reporting of maintenance issues, weed abatement, snow removal, hospitality services, power washing and providing fast responses to downtown maintenance needs.

The Downtown Ambassador Program Manager must have strong relationship building skills as the position will work on establishing and maintaining working relationships with various City of Loveland department representatives, the Loveland Police Department, homeless outreach services and the business and property owner community in downtown Loveland.

The Downtown Ambassador Program is intended to begin with a full time year round program manager position and one full time seasonal position in the warmer weather season.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive:

- Serves as primary representative of the Ambassador Program to the community
- Daily walking of downtown district to perform trash removal, weeding, groundskeeping, repair of basic items and maintenance
- Must be able to repair and upkeep all equipment involved in the performance of the program's work. This includes items such as power washers, Billy Goat vacuum, backpack blowers and other similar items
- Works in partnership with the City of Loveland and Loveland Police Department to address maintenance and safety issues in the downtown district
- Attends, represents, and may occasionally lead meetings with the HLBID-DDA Board of Directors, working groups and subcommittees, the general public, and citizen advisory committees
- Provides the Executive Director and/or Board of Directors with written and, if requested, oral updates on projects
- Builds and maintains positive and productive working relationships with internal staff, contracted vendors, and/or public and private partners
- Researches and implements new technologies or methods to improve operational efficiency
- Work is typically Monday to Friday, but must be available at other times as needed based on weather events and events in the downtown district
- Other duties as assigned by the Executive Director

#### PREFERRED QUALIFICATIONS

- Quick thinking and able to work independently
- Not afraid to get dirty to address attention to detail needs of downtown district
- Technical and troubleshooting experience in construction and maintenance environments
- Building partnerships with City of Loveland to assist in efficient and improvement of City services including street sweeping, parking lots maintenance, code issues
- Able to take direction and be highly accountable for actions and time spent



# DOWNTOWN AMBASSADOR KEEPING LOVELAND SAFE & CLEAN

## QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

- 2+ years of demonstrated or applicable experience
- Love and passion for improving the downtown community
- Demonstrated superior written and verbal communications skills
- Equipment operations, maintenance
- Demonstrated success in applying public process techniques, and managing meetings to foster community stakeholder support for projects

## LANGUAGE SKILLS

Ability to read, analyze, and interpret common technical reports, legal documents, and contract specifications. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and technical reports for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or elected officials and board of directors, as required.

## REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions.

## CERTIFICATE, LICENSES, REGISTRATION

Valid Colorado Driver's License

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, talk, and listen. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, and distance vision.

This job may involve early morning and evening meetings, as well as weekend work, as required.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## TO APPLY

Please send a cover letter and resume to Sean Hawkins, Executive Director, [shawkins@lovelandpartnership.org](mailto:shawkins@lovelandpartnership.org)

