

WESTSIDE FIELD AMBASSADORS – IMMEDIATE OPENINGS!!

Job Description

Could you use extra income? Several Positions Available NOW!

Join the Westside Development Corporation (WDC) as a **WESTSIDE FIELD AMBASSADOR!** We are hiring several qualified individuals to engage with small business owners in-person across the Westside San Antonio community in support of the WDC Small Business Outreach Program. You will canvass (block walk) specific commercial corridors to engage small business owners and provide them with information about our organization and the resources available to help them strengthen their small businesses and achieve their goals.

The Westside Development Corporation (WDC) is a nonprofit organization founded in 2006, by the City of San Antonio Council. Our mission is to foster economic development, promote the development and redevelopment of real estate within its target area, create viable urban communities, and preserve the character, culture, and history of the Westside.

Duties and Responsibilities

- Conduct in-person outreach efforts to small businesses by canvassing assigned commercial corridors on the Westside of San Antonio
- Interact with small businesses by block-walking and making in person-visits
- Provide business owners and/or management with information on available business resources through flyers, door hangers, signs and/or postcards and by directing them to the Westside Small Business Helpline
- Create an inventory/list of small businesses along the assigned corridors
- Monitor and accurately track interactions with small business owners
- Maintain positive communications with small business owners

Skills and Experience

- Highschool diploma or GED
- Proven ability to work independently and as part of a team
- Bilingual with strong verbal and written language skills in English and Spanish
- Professional and polite demeanor
- Excellent communication
- Work independently with minimal supervision and monitor/track daily activities

Other

- Reliable transportation and ability to navigate within a prescribed geographic area
- Work in indoor and outdoor environment, mornings to afternoons
- The ability and stamina to stand/walk for up to 4 hours at a time (canvassing will be limited to the cooler parts of the day)
- Report directly to the Program Director
- Must possess and maintain a valid motor vehicle operator's license and good driving record
- Have access to a mobile phone, and a computer or laptop with internet and an email account

The **WESTSIDE FIELD AMBASSADOR** positions are temporary grant-funded positions available through December 2020.

- Part-time
- 4-hour daily shift
- Competitive wages
- Paid-mileage reimbursement
- Job-specific paid training

Interested applicants should email resume, cover letter, and list of three references to **info@westsidedevcorp.com**

