**PBC Ambassador Team Member Job Description**

The #1 goal of an Ambassador team member is to get potential students to apply to PBC. You represent the heart and spirit of our school and in many instances will be the one who makes the first impression that potential students will have. To facilitate this, there will be some administrative work that you will be required to do that is essential in helping us keep track of every potential applicant.

 Our goal is to hit the mark each week and and celebrate the personal and team wins each term. This assignment requires strong, consistent performance. The Ambassador Team Leader will help to facilitate this success by checking in on team progress and provide feedback to keep us all accountable.

**The weekly tasks:(approx 5 hrs. a week-** *varies by individual’s capacity)*

1. **Follow up on each new inquiry you are assigned in both Populi & Hubspot**
	* This includes an initial text to prospective students
2. **Complete weekly tasks in Hubspot**
	* Follow up with each prospect at least 3 times (text, phone call, email)
3. **Participate in weekly meeting with Team Leader**
	* This will be scheduled with team leader (approx 30 mins)
4. **Participate in live campus tours (Fridays)**
	* Each Friday each team member will be available to eat lunch and interact with the touring student
5. **Update and follow up on your list**
	* Check your emails and texts daily to reply to your initial contact with prospective students
	* Reach out weekly to those on your lists to answer questions, re-engage and try to get find out where they are in the process
	* Make notes in hubspot and close out leads if they decline
	* Make notes in Hubspot and in Populi if status changes- i.e. applied, closed etc.

**Semester Tasks:**

1. **Available to help set up and tear down table and or booth for PBC at conference(s)**
2. **Be available to help run the booth for PBC at conference(s)**

**Compensation**:

1. **50% Credit for room and board is compensated for each semester**
2. **First to lunch line on Friday Tours**
3. **End of Semester celebration for Ambassador Team**
4. **Training from Value Based Sales Training (Paid for by PBC)**

**Duration & Expectations:**

Each semester we will review performance and consistency of each team member. Summer and Winter breaks are still a part of the team work schedule. (Texting and calls follow up -not tours)

In the event a team member fails to complete the weekly tasks they are given, they will be placed on a probation period, followed either by a reinstatement on the team or in a termination of position. If you feel you are confident that you have all it takes to thrive, and also understand that the demands of school, work and ministry can become difficult to manage, we would love to have you apply for this position.