



> COMMUNITY ENGAGEMENT

Ottawa Chamber Ambassador

OTTAWA CHAMBER AMBASSADOR

Purpose: Ottawa Chamber Ambassador's purpose is two-fold, to help set the tone to ensure a welcoming and positive experience for citizens, guests and Chamber members who come into the Chamber office. As well as to give our Ambassadors the opportunity to interact with others in our community, to help make Ottawa a great place to live, work and play.

Duties: Greets visitors and directs them to appropriate staff; answers and directs incoming phone calls; help keep the front of the office organized and presentable to the public; simple administrative tasks, i.e. folding brochures, stuffing letters, cutting flyers.

Qualifications: Friendly, compassionate, and enjoys interaction with others; sincere and natural desire to do what it takes to help others, including Chamber members and other guests. Abilities include problem solving, active listening, and strong communication skills.

Time Required: As little as two to four hours a week on scheduled day(s) as agreed upon with Chamber staff.