



**Position Title: Juneteenth Ambassador**

**Required Commitment Period:** May 30<sup>th</sup>, 2025 – June 15<sup>th</sup>, 2025

**Days/Hours:** 3 shifts for a total of 16 hours; two 4-hour (on-site) shifts. **Scheduled Dates to be determined.** One 8-hour (on-site) **Day of Event, June 15<sup>th</sup>, 2025**, shift from 8:30 AM to 4:30 PM.

**Application Deadline:** May 16<sup>th</sup>, 2025, by 11:59pm EST

**Stipend:** \$300

### **General Description**

The Juneteenth Ambassador Program aims to engage students primarily from Historically Black Colleges and Universities (HBCUs) in supporting Atlanta History Center (AHC) for our Juneteenth programming. Ambassadors will collaborate with AHC staff in the weeks prior to the event and assist in various capacities on the event day.

### **Key responsibilities**

- Assist with event planning and logistics by attending at least one Juneteenth planning committee meeting.
- Work closely with assigned departments to understand their role in executing the event.
- Complete two four-hour shifts on-site prior to the event, helping with preparations such as setting up materials, organizing volunteers, or coordinating logistics.
- Support the AHC team during the Juneteenth celebration on **June 15<sup>th</sup>, 2025, from 8:30 AM to 4:30 PM**, helping manage crowd flow, assisting with interactive exhibits, and providing logistical support.
- Serve as a representative of both their HBCU and AHC, fostering positive relationships with event attendees, volunteers, and staff.
- Assist with tasks, organization, and other duties related to Juneteenth as assigned by supervisors.
- Complete **500-word minimum reflection essay** upon completion of program.

### **Desired Skills and Competencies**

- Currently, enrolled in an undergraduate or graduate program, or recent college graduates.
- Must provide own transportation.
- Strong written and oral communication skills.
- Ability to communicate effectively with diverse audiences, from AHC staff to event attendees.
- Strong teamwork and collaboration skills for working alongside AHC staff, volunteers, and fellow ambassadors.

- Flexible, reliable, and comfortable working in a fast-paced environment.
- Strong organizational skills: the ability to multi-task and maintain focus, organized.
- Able to work and complete tasks under a deadline.
- Sensitivity to cultural and artistic diversity.
- Relevant degrees include African American Studies, History, Marketing, and Education.
- Love of history is a bonus!

#### **Application Requirements:**

- Applicants will complete the standard internship application, that can be found on the AHC website.

#### **Incentives:**

- **Recommendation:** Ambassadors will receive a letter of recommendation from their supervisor, upon successful completion of the program.
- **Professional Development:** Ambassadors will be invited to attend internship Lunch & Learns throughout the summer internship and provided with the opportunity to apply for an internship in the following internship cycle.
- **Stipend:** Ambassadors will receive a \$300 stipend upon successful completion of the entire ambassador program as stipulated.

**AHC requires a satisfactory background check for all staff, interns, and volunteers.**

**TO APPLY:** Interested applicants may apply online by filling out the application and attaching their resume and cover letter. If you have any questions, contact Volunteer Services at [volunteerservices@atlantahistorycenter.com](mailto:volunteerservices@atlantahistorycenter.com). No phone calls please.