

Boston Community Ambassador

Job Description

8 Hours/Week - \$15.00/hour

[Off Campus Engagement and Support](#) at Northeastern helps students navigate living off campus. We provide expert knowledge and advice, student connection to Northeastern and their community, and resources to all aspects of the off-campus experience to students in Boston.

Mission: The mission of the Community Ambassadors is to foster and enhance the off-campus student living experience through education, advocacy, and involvement opportunities. Community Ambassadors are paid student employees who work with Off Campus Engagement and Support as liaisons in outreach, program planning, and community building for off-campus students.

Responsibilities:

Education & Outreach

- Be a model citizen and role model for other students residing in local neighborhoods
- Regularly communicate with students on issues related to off-campus living
- Promote awareness of tenant rights and responsibilities
- Host weekly office hours for general advising and help with lease reviews
- Inform and educate students about city services and resources

Program Planning

- Plan and present educational programs and events related to off-campus living
- Plan community building programs for students in the neighborhood
- Creating social media content (posts, stories, newsletter articles)

Community Building

- Keep students connected to the university and the community
- Lead students in community service events (i.e. Breakfast Club, etc.)
- Attend neighborhood association meetings
- Promote civic engagement off campus

Qualifications:

- Enrolled in classes or co-op in the Boston area.
- Full-time student at Northeastern University
- Attendance of a Community Ambassador informational session
- Good standing at the university (academic & judicial)
- Satisfactory completion of training (August & January)

Skills:

Responsible and dependable; community-minded; strong communication & interpersonal skills; ability to work independently and in a team; leadership/mentor skills; creative program ideas; effective time management.

REQUIREMENTS:

- Northeastern student since Fall 2024
- Must live off campus as of Fall 2025
- Available for both Fall 2025 and Spring 2026 semester (can be on co-op near Boston)
- Attend CA Orientation (hybrid) in February/March 2025
- Attend in-person CA Training Days in late August/early September (8/27-9/2)
- Work a move-in shift on September 1st Off Campus Move-In Day (9/1/2025)
- Attend all OCES Signature Programs (Off Campus Fest, Apartment Fair, etc)
- Staff OCES desk for 2 hours each week
- Attend 2 weekly meetings (full staff and team meeting)
- Meet all requirements for semesterly tabling, Breakfast Club clean-ups, community meetings, etc.