



Position Title: King Day Ambassador

Required Commitment Period: December 6th, 2024 – January 18th, 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, January 18th, 2025**, shift.

Application Deadline: November 25th, 2024, by 11:59pm EST

Stipend: \$300

General Description

The Martin Luther King Jr. Day Ambassador Program aims to engage students primarily from Historically Black Colleges and Universities (HBCUs) in supporting Atlanta History Center (AHC) for our Dr. Martin Luther King Jr. Day 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 MLK Day 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 Dr. Martin Luther King Jr. Day celebration on January 18th, 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 King Day 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, 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 Dr. La'Neice Littleton, Director of Community Collaborations, upon successful completion of the program.
- **Professional Development:** Ambassadors will be invited to attend internship Lunch & Learns throughout the spring 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. No phone calls please.