



### Richmond Promise

**Job Title:** Near-Peer Ambassador

**Start date:** January 16, 2026

**End Date:** Friday, May 29th, 2026

**About Richmond Promise:** Launched in 2016, Richmond Promise is a postsecondary access and success organization that is actively building a culture of degree and certificate attainment in Richmond, CA. Richmond Promise was created with the belief that all Richmond students should have the opportunity to develop their skills and reach their full potential, regardless of race, income level, or personal background. Through a college scholarship, collaborative cross-sector partnerships, and supportive programming, Richmond Promise aims to ensure all students in our city excel to and through higher education, reach their career goals, and become change-making leaders in the Richmond community. Learn more about Richmond Promise at [www.richmondpromise.org](http://www.richmondpromise.org)

**Position Summary:** Richmond Promise is hiring 8 current college students to support a college-going and graduating culture throughout the city of Richmond this school year. This is a **paid** opportunity for local college students to give back to their community.

### Key Program Elements & Timeline:

**January- May: Comprehensive Financial Aid and College Enrollment Support:** Richmond Promise, in partnership with the West Contra Costa Unified School District (WCCUSD), is building upon a successful partnership to provide financial aid success initiatives across district high schools. The initiative will take place from January through May and will consist of in-class presentations and on-site office hours, as well as after-school family workshops. This initiative will utilize these core elements designed by the RP team:

- **Ambassador Training:** Richmond Promise/WCCUSD current college students will receive in-depth training on financial aid applications, such as FAFSA or CADAA, in order to help students complete their applications.
- **Classroom-Based College Access Supports:** Richmond Promise/WCCUSD current college students will assist 12th graders within WCCUSD school sites with financial aid, scholarship applications, and career/major pathways in order to prepare them for their transition from high school to college.

Workshops will be scheduled during school hours and in the evenings to maximize support for all students.

**Early College Awareness Program:** Richmond Promise's Near-Peer Ambassador (NPA) program also includes a component to **(1)** build college knowledge and address barriers to college access from an early age, and **(2)** cultivate a college-going and community-giving network of young local leadership. Richmond Promise will collaborate with WCCUSD school sites and college access organizations to provide lessons to 6th-9th-grade students.

- **Curriculum:** Ambassadors will be trained and receive a custom curriculum set of lesson plans to guide college and career conversations.



- **Classroom-Based College Conversations:** Richmond/WCCUSD college students engage 6th - 9th graders in college conversations to build college knowledge and college confidence.

**Time - Availability:** Your hours of work will be determined based on your availability. We will reach out to you to work around your semester/quarter schedule, including other jobs or internships you may already have.

**Hours of operation for Richmond Promise:**

**Day Events:** Monday - Friday 9 am-5 pm

**Evening Events:** Monday-Thursday 5-8 pm

**Weekend:** Very rare Saturday events 10 am-1 pm

- Must be available ***at least 3 hours total*** during the school day  
Monday-Friday from 8:30 am - 5 pm
- Must be available ***at least 2 hours a week*** for potential evening events  
Monday - Thursday from 5-8 pm

**Desired Competencies & Qualifications:**

- Must be from Richmond, California, or a graduate of a high school in the West Contra Costa Unified School District, or a local private/charter school
- Must be 17 years old or older
- Must be a current college student enrolled at least part-time (at least 6 units) at a Community College or 4-year not-for-profit university/college, or Career and Technical Education Program
- Must have and maintain “good standing” – cumulative and term GPA of 2.0 or above
- Must pass a criminal background check
- Must provide proof of TB Clearance within the last 3 years
- Must be punctual and on time for all sessions
- Must be organized and detail-oriented, have strong communication and presentation skills

**Work Environment:**

All work will be in person at the high schools in the WCCUSD footprint, and most often at one of the five main high school sites: Kennedy High School, De Anza High School, Richmond High School, Sylvester Greenwood Academy & El Cerrito High School. Ambassadors must be willing to attend in-person sessions — no exceptions. Lastly, Ambassadors will support any Richmond Promise-related events throughout the school year, including our annual Scholar Celebration. These events may take place in the evening and/or weekend.

**Compensation:**

Near-Peer Ambassadors can receive \$1,500 for providing 3-5 hours of work per week for the spring semester. The stipend will be disbursed at the end of the spring semester (June).\*

***\*An excessive amount of absences/tardies may lead to a reduction in stipend. Please be sure that you have the availability to commit 3-5 hours per week.***



Spring stipend: \$1500

**Reports to:** Celina Espinoza, College Access Coordinator

**How To Apply:** Fill out the online Near-Peer Ambassador Application at <https://tinyurl.com/npapp25>. If you have any questions, please reach out to Celina Espinoza at [cespinoza@richmondpromise.org](mailto:cespinoza@richmondpromise.org) or (510) 214-2073. **The position is open until filled.**