Parents for Public Schools of San Francisco

PPS Ambassador Coach Position Description

2025-2026

About:
Since 1999, Parents for Public School SF (PPS-SF) has supported 830,000 parents and helps bring parent voice to the forefront to inform how decisions are made in public schools. **PPS-SF promotes the fundamental value of public education and pursues the success of every public school by sharing knowledge, bridging communities, and informing policy.** We Implement a system of interconnected strategies, practices, and approaches designed to bridge responsive, equitable, and an effective school system. Our objective is to ensure all students, regardless of background or circumstance, have equitable access to policies, plans and high-quality educational opportunities to close opportunity gaps and ensure academic progress. PPS-SF services help families understand educational programs, access and navigate student enrollment systems, school readiness supports, demystify educational policies and engage in decision-making to participate meaningfully in school and district governance and program

Position: PPS Ambassador Coach
Reports To: President
Term: Spring 2026; Summer 2026 and Fall 2026

Time Commitment: Approximately 10 hours per week, including board meetings, committee meetings, and direct service/operational activities. This is a stipend role which pays twice a month.

Role Overview:
Parents for Public School SF (PPS-SF) is seeking teammates who are passionate about public schools and dedicated to promoting public school value to our communities. As a PPS Ambassador Coach, you will play a vital role in both strategic and operational goals of the organization. Strategically you will be responsible for uplifting the mission and vision of our organization and its 26-year-old impact. By actively contributing to its day-to-day operations, you will work alongside the community and its schools to ensure active engagement with public schools. All PPS Ambassador Coaches are responsible for providing strategic leadership, ensuring operational sustainability, and advancing our mission through hands-on involvement.

Responsibilities:

- **Pre-school:**
  - Contact new preschools by phone to introduce the work of PPS and offer to provide an enrollment presentation. Follow up with emails/mailing of materials.
  - Attend some of the community engagement events on behalf of PPS.
  - Support enrollment workshops.
  - Facilitate quarterly stories from parents about public school's experiences.
- **TK-12 Schools**:

  With the support from the President,
  - Meet with School Principals for Parent Ambassador Recruitment
  - Facilitate workshops about shared governance and active family partnership for schools
  - Facilitate workshops to strengthen social media presence for selected schools.
  - Facilitate quarterly stories from parents about public school's experiences.

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info@ppssf.org · ppssf.org · @ppssf
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- **Other Duties:**
    - Attend June 2026 Board Retreat as agreed to by the board.
    - Represent Parents for Public School SF (PPS-SF) at community events and partner meetings where appropriate.

Qualifications:

- Passion for the mission of Parents for Public School SF (PPS-SF).
- Experience serving impacted and underserved populations.
- Expertise in community development.
- Ability to work effectively with multilingual communities.
- Commitment to building social equity through inclusive and culturally responsive practices.
- Demonstrated commitment to serving the diverse communities.
- Skills and experience relevant to social and digital media.
- Ability to demonstrate work discipline in remote and independent work settings.
- Ability to work collaboratively as part of a team.
- Willingness to actively participate in both governance and operational activities.
- Excellent communication and interpersonal skills.
- Expertise in non-profit law, community journalism, donor development.

Preferred Qualifications:

- Previous experience serving a community organization, community group (preferred but not required).
- Expertise founding grassroots initiatives.

Benefits of Serving on the PPS Team of Experts:

- Opportunity to make a meaningful impact on the lives of others.
- Professional development and networking opportunities.
- Chance to contribute your skills and expertise to a worthy cause.
- Collaboration with a dedicated and passionate team of individuals.

To Apply:

Please submit a resume and cover letter expressing your interest and highlighting your relevant skills and experience to info@ppssf.org

Important Considerations for Applicants:

This is a working board position, requiring a significant time commitment and active participation in both governance and operational activities. Please carefully consider your ability to meet these expectations before applying.

Parents for Public School SF (PPS-SF) is an equal opportunity employer and welcomes applications from individuals of all backgrounds.

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