



Neighborhood Development Action Team – 2026 Community Ambassador Program

About the NDAT Community Ambassador Program

The City of Sacramento's [Neighborhood Development Action Team](#) (NDAT) Community Ambassador program is a language and cultural justice outreach program created to build and maintain relationships with community partners, businesses, and residents who represent culturally and linguistically diverse populations and/or historically underrepresented communities.

By working with individuals and culturally specific organizations known and trusted in the community, the City hopes to increase trust and engagement with the broader community in order to ensure that cultural or language barriers do not prevent access to information, resources, and opportunities. A Community Ambassador is an individual or culturally specific organization that is already leading outreach and engagement efforts and is willing to partner with the City in promoting City services and communications by sharing information with their networks and respective communities. City staff also want to learn from community ambassadors on how best to outreach and engage in these communities.

Community Ambassadors are expected to serve as a liaison between the City and their community. They will be required to learn about City resources and information useful to the community; share information with their community, such as events, resources, opportunities, initiatives and programs; and to share with City Staff what the most effective ways to outreach with their community and any concerns their community faces.

Please see below the full list of ambassador roles and responsibilities:

Roles and Responsibilities

Timeframe	January 1, 2026 – December 31, 2026
Time Commitment	The Community Ambassador Program will meet from January 1, 2026 – December 31, 2026 and will require a time commitment of 100–120 hours over the course of this 12-month program (approximately 10–12 hours per month).
Compensation Details	Community Ambassadors are eligible to receive an annual stipend amount of \$6,000. Each Community Ambassador is eligible to apply for a special project budget up to \$1,500 in consultation with City staff. Special projects/resources are intended to further the City's communications, outreach, and engagement efforts in a culturally relevant way. Community Ambassadors who provide interpretation and/or translation services would be paid in addition to their stipend at the rates listed below based on services rendered.
Roles and Responsibilities	Serve a 12-month term (January 2026 – December 2026) <u>Attendance & Participation Responsibility</u>

1. Attend monthly 2.5-hour meetings with City to exchange information, ideas, and provide guidance on how best to meet the needs of diverse neighborhoods.
 - a. If an ambassador misses three consecutive meetings without prior notice, this will be considered implied disinterest and may result in a rescinded invitation to subsequent meetings and revocation of their status as a Community Ambassador. The member will be advised to reapply the following year.
2. Attend quarterly 3-hour training sessions.
3. Between meetings, meet with the City on an as-needed basis e.g. to receive additional 1:1 support with utilizing ambassador tools.

Outreach Role

1. Share information on City services, opportunities, programs, and resources through outreach, engagement, and networking to diverse communities.
2. Share flyers and outreach materials produced by the City of Sacramento to communities, organizations, and businesses.
3. Provide culturally responsive outreach and communications assistance on-the-ground by sharing information with and feedback from respective language and/or cultural communities.
4. Exchange ideas and information with the City about concerns and issues that are relevant to respective ethnic and culturally diverse communities.
5. Attend events with City Staff as schedule allows.

Administrative Duties

1. Respond to emails, phone calls, etc.
2. Submit a monthly progress report.
 - a. Keep track of all outreach activities related to being a Community Ambassador.
3. Support City staff in the planning of Community Ambassador meeting logistics (such as serving as a co-host, recommending a meeting location, facilitating an icebreaker activity, or other details).

Additional Services

1. **Special Project (*optional*):** Plan/host one or more culturally relevant engagement activities to share information on City services, opportunities, programs, and resources and/or obtain input from community members on City plans/programs. The goal is to ensure community members have access to City-provided opportunities, no matter their language or cultural background. "Activity" may include handing out flyers or other materials. Upon City staff approval, these would be funded through the "special projects" budget (up to \$1,500 per ambassador).
2. **Translation, Proofreading, and Interpretation (*if applicable*):** Provide translation and interpretation services. The City will provide additional compensation for these services at the following rates:
 - a. Document translation and proofreading: \$40 per hour
 - b. Interpretation: \$50 per hour

	Please note: the City may evaluate Community Ambassadors' language proficiency via a 3rd party contractor. The language testing costs shall be paid by the City. If the Community Ambassador does not meet the minimum required proficiency level, they may be disqualified from participating in paid translation and interpretation services.
Ideal Criteria for Community Ambassadors	1. Multicultural and/or multilingual with the ability to speak, read, and/or write English and one or more languages. 2. Individuals or organizations that are trusted by respective cultural/ethnic communities. While language skills are highly desired, the City is also looking for those who are culturally competent and comfortable in engaging with ethnically diverse communities and spaces: a. Black or African American b. Hispanic or Latino/Latinx c. Asian (Vietnamese, Chinese, Hmong, Japanese, Laos, etc.) d. South Asian/Indian e. Filipino f. Arabian, Middle Eastern, or African g. Native American or Alaska Native h. Native Hawaiian or Pacific Islander i. Multicultural j. Other ethnic or linguistic cultural group 3. Individuals or culturally specific organizations that can speak, read, and write the following languages a. Spanish b. Hmong c. Vietnamese d. Chinese (Mandarin and Cantonese) e. Farsi and/or Dari f. Tagalog g. Ukrainian, Russian h. Thai i. Urdu, Hindi, and/or Punjabi j. Additional languages not listed 4. Have strong relationships and networks with community partners, businesses, and/or residents who represent linguistically diverse populations and/or historically underrepresented communities. 5. Working knowledge of the concepts of diversity, racial equity, and inclusion with the ability to apply that knowledge to the work of cultural bridge-building between the City of Sacramento and diverse communities. 6. Be accessible via various forms of communication such as in-person, by phone, text message, and/or email. 7. Assist in the dissemination of information to community members using a variety of communication channels and methods (i.e., social media, text, phone, email, or other preferred communications).