



**AmbassadorsGroup**

February 25, 2015

*Via E-mail and Certified Mail*

Laura J. Roberts  
Rapid Response Coordinator  
Community Colleges and Workforce Development  
255 Capitol Street NE  
Salem, OR 97310

Re: **Announcement of Planned Action**  
Ambassador Programs, Inc., [REDACTED]

Dear Ms. Roberts:

We are writing to give you notice that there will be a mass layoff at the Ambassador Programs, Inc. facility located at 2001 S. Flint in Spokane, WA on April 27, 2015. The layoff will also affect some employees who work from their homes in other locations, including one employee in Oregon. This mass layoff is expected to be permanent.


All affected employees have been notified of their separation dates and that their separation from employment will be permanent. Those employees are expected to be separated from employment beginning on April 27, 2015, with all separations accomplished by July 20, 2015.

The attached is a list of the job positions and number of individuals who will be affected by the mass layoff along with the anticipated schedule for job losses.

There will not be any bumping rights for the affected employees, that is, employees will not be able to displace more junior employees out of their job positions as a result of this mass layoff.

If you have any questions or want additional information concerning this matter, please contact Lisa Netz, VP, Finance, at 509-568-7742.

Sincerely,

  
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Lisa Netz  
Ambassador Programs, Inc.

cc: Krissa Caldwell, OR Department of Community Colleges and Workforce Development (via E-mail)

## Ambassador Programs, Inc. Planned Action

<b>Job Positions</b>	<b>No. of Positions</b>	<b>Schedule for job loss</b>
Admissions/Sales	5	4/27/2015
Air Reservations	3	7/20/2015
Area Event Coordinator	2	4/27/2015
Associate Editor	1	4/27/2015
Business Analyst	1	4/27/2015
Campaign Administrator	1	4/27/2015
Campaign Operations Analyst	1	4/27/2015
Contact Center Supervisor	1	4/27/2015
Customer Relations Specialist	1	7/20/2015
Customer Service Representative	3	4/27/2015
Data Entry Operator	1	4/27/2015
Delegation Coordinator	6	4/27/2015
Designer	3	4/27/2015
Director, Human Resources	1	4/27/2015
Director, Leader Development	1	4/27/2015
Director, Planning and Project Management	1	4/27/2015
Enrollment Processing Specialist	1	4/27/2015
Executive Assistant	1	4/27/2015
Financial Analyst	1	4/27/2015
Health & Safety Specialist	1	7/20/2015
Leader Development	2	4/27/2015
Marketing Assistant	2	4/27/2015
Program Manager	1	4/27/2015
Program Manager	1	7/20/2015
Project Manager	2	4/27/2015
Social Media & Online Community Manager	1	4/27/2015
Solution Engineer	4	4/27/2015
Sr Director, Marketing	1	4/27/2015
Staff Accountant	1	4/27/2015
Systems Administrator	1	4/27/2015
Tuition Support Coordinator	1	4/27/2015
User Experience Specialist	1	4/27/2015
Videographer	2	4/27/2015
VP, Travel Services	1	4/27/2015
Webinar Operations Manager	1	4/27/2015
Webmaster	1	4/27/2015
WSWS Education Manager	1	4/27/2015