

# Newcomers Neighbors

(920) 680-7437

P. O. Box 8261  
Green Bay, Wi 54308

joleen@greenbaynewcomers.com  
www.greenbaynewcomers.com

**Mission:** To welcome, promote, and provide a means for introducing new, prospective and reacquaint existing residents to the Green Bay area.

**Products:** Newcomers Service provides the resource to become acquainted to the community, businesses and opportunities to meet others. We can provide relocation assistance, a Green Bay area Resource Guide, recommended businesses directory, community event calendars, networking opportunities, tours and rental searches. The Green Bay area Newcomers and Neighbors, Inc, social Club, originated in 1935, provides the opportunity to have fun and form friendships while participating in over 10 events monthly.

- ◆ Help Green Bay Area Newcomers connect with its members and others by editing the website, Constant contact, blogging, maintaining facebook fan page, updating community calendar, providing graphic design, proof reading, research and verifying information in the Resource Guide.
- ◆ Heighten our ability to serve members by assisting with office tasks such as data entry, bulk mailing, preparing information folders, phone calls, etc. Some of this work can be done in your home.
- ◆ Extend our outreach to the community by delivering folders, placement of poster or referral cards and picking up materials and distribution of guides & folders.

## Please complete the Information:

**NAME:**

**PHONE:**

**START DATE:**

**ADDRESS:**

**E-MAIL:**

**Please check (√) all activities you care to contribute your time/talents.**

**Weekly 2-4 hrs**  **Monthly: 40 hrs**  **Occasional: 4-20 hrs**  **Projects only**

### An Assistant

- Coordinate activities with Joleen
- Editor assistant sending the weekly constant contact-coming up with interesting ideas
- Social media including Blogging, Facebook, LinkedIn etc.
- Community weekly event Calendar
- Graphic Editor with the Resource guide (Indesign software necessary)
- Graphic assistant, proofer and overall help with the Resource guide (Indesign software a must)

### Volunteers needed for small office work:

- data entry
- bulk mailing
- phone call to organizations in the Resource Guide for renewals
- phone call to the human resource director or apartment manager
- Electronic Researcher for calendar event
- Electronic Researcher checking the free white pages to see if the names we receive are new resident's
- Assistance in distributing of the Resource Guides, referral cards & picking up materials
- Prefer to do work at your home