

Newcomers Neighbors Service

Volunteers welcomed and needed!

We are looking for the right candidate who would enjoy providing the public interesting opinions & articles on the Brown County area.

Requirements:

Researching fun activities, quotes, history of the area, information pertaining to the holidays, recommending a business, and more.

The weekly email blast calendar needs to be posted by the weekend, to be proofed and ready to go every Tuesday. Goes out to over 3,000 emails. Time: 2-3 hours weekly

Skills Needed:

- ☑ *Excellent Grammar and Proofreading Skills*
- ☑ *Understand copyright laws*
- ☑ *Need to be dependable*
- ☑ *Communication skills to interview guests and feature businesses, if necessary.*

Weekly check List:

- Check dates on top for start and end of week
- Change the background color and graphics monthly
- Header Line of Introduction example "View fun dates in December to Remember!"
- Calendar of events weekly updates. List 3-5 activities in the area.
- Fun Facts
- Recipes
- Fun things to do
- Quote
- Update links on the monthly Calendar, Club, Document of Recommended Business list & Guide
- Always check all links to make sure they work
- Updates on Ads if needed.

Name: **Green Bay area Newcomers Neighbors, aka GBANN**

Website: www.greenbaynewcomers.com

Purpose: Promoting the Brown county area

Time: 2-3 hours weekly

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