

NEIGHBORHOOD WELCOME PROGRAM

AREA COORDINATOR

Job Description

About Us:

Our mission at the Neighbourhood Welcome PR Corporation is to be the bridge to connect the new residents and the community, and encourage the new resident to shop local. To provide new residents a welcome package of community information and gifts from local businesses.

About the Job:

Area coordinators connect with local businesses and community organizations to gain partnerships, to provide new residents with a resourceful welcome package. Businesses who partner with the program are required to supply information and (when possible), a small gift or coupon to include. The Area coordinators goal is to make the new residents feel welcome into the community, connect them with local services and drive new business to our partners.

Duties:

- Connect with your community
- Reach out to new businesses to gain partnerships with the program
- Collect and keep track of inventory from our partners
- Put together welcome packages
- Deliver welcome packages to new residents
- Manage social media account for your area
- Attended one half hour zoom call team meeting a week to stay connected

Quality / Skills:

- Friendly, and polite
- Organized with your time
- Have an understanding of apps such as Google Drive, Sheets, Docs, Gmail etc. (more training will be provided)
- Engaging and excited about welcoming new community members to your area
- Social Media Skills (more training will be provided)

Job Types: Part-time, Casual

Salary:

- Commission pay

Benefits:

- Flexible schedule
- Work from home
- Get out in your community

Lastly, we are here to have fun, enjoy a flexible schedule, create new relationships and provide a great service to your community.

**To apply for this position, please email your resumes to
admin@neighbourhoodwelcome.org.**