



## **GREET NEWCOMERS AND BE AN AMBASSADOR FOR PRATTVILLE!**

### **JOB DESCRIPTION:**

Be an ambassador for the City of Prattville by helping new families get acclimated and connected to local businesses.

### **DUTIES:**

- Initiate & greet newcomers at their homes using lead list or by discovering your own leads
- Deliver advertiser coupons and gifts to newcomers along with a referral
- Get to know the newcomers: previous city, children, work, interests
- Enter leads and customer contact reports in the system on a weekly basis (Saturday midnight = end of week.) Until the system is completed, turn in the completed - Newcomer Interest Survey by Monday of each week.
- Work within an assigned territory and coordinate with other greeters as needed. If you are unable to deliver because of vacation or childcare issues, let the project manager know so that leads can be redistributed.
- Connect newcomer with advertisers when appropriate
- Use the WWM tote baskets and replenish your basket.
- Attend and participate in monthly business meetings to discuss product offerings, changes, and process improvements
- Perform miscellaneous job-related duties as assigned, such as preparing for & participating in newcomer events (optional)

### **PAY STRUCTURE:**

- Payment for services monthly
- Pay per visit of a newcomer
- Classification as an independent contractor allows you to set your own work schedule and be responsible for any taxes on income that is generated

### **QUALIFICATIONS:**

- Outgoing and friendly personality
- Flexible schedule that allows you to visit newcomers during hours that they are home
- Organized, well-spoken and prompt communicator
- A neat and clean appearance is required -Casual business dress is desired.
- Ability to enter information using a computer
- Dependable transportation that is registered & insured

Contact Jina Miniard at [jina@exploremedia.com](mailto:jina@exploremedia.com) for more information!