Volunteer or Work Experience Opportunities:

**Accounting/Financial Management**
- Quick Books – general accounting: item entry, reconciliation, reports
- Bill Filing & Cross Referencing
- Quarterly Budget Comparisons & Annual Projections

**Administration Assistance/Clerical**
- General office help: business phone, copier, scanner, filing and Microsoft Office products such as Word, Excel, Publisher and Power Point
- Filing and upkeep of hard copy filing system
- Electronic filing – correct labeling, organization and back up

**Architecture/Urban Planning**
- Strategize a plan for design elements that enhance the Main Street district, Public/Community Spaces and/or the Hwy 92/25 Corridor – i.e. planters, seating, banners, signage, landscaping
- Work with the Historic Preservation Commission on Historic Building Design Guidelines
- Trees Forever - Tree Replacement Plan

**Business Development/Market Research**
- Create list of commercial property available in Greenfield
- Update business/property data for the Main Street district
- Work on a Property Evaluation computation for Greenfield and the Main Street District
- Market research on plausible and needed businesses in Greenfield
- Research business start-up assistance/programs

**Community Events**
- Develop a community event or series of activities that target teens
- General event assistance: information out to businesses and the community; collect or prepare items for events and help with event execution from set-up to clean-up

**Data Entry**
- Information entry on the website (calendar of events, updated page information, etc.)
- Enter event information and content on Travel Iowa’s website

**Graphic Design**
- Create event flyers
- Design layout and information content for a quarterly newsletter
- Create digital presentations to promote the organization and the community

**IT Assistance**
- Technical website maintenance/updates
- Platform research and integration
**Journalism/Writing**
- Research and help prepare successful grant applications
- Create articles for the Latest News section of the website — at minimum one article per week
- Interview Business Owners, Community Members and Visitors and create short stories/articles

**Maintenance/General Labor**
- Help Chamber/Main Street and business members with light maintenance and general clean-up
  - i.e. Recycling, clean & organize storage spaces, moving displays/furniture, Indoor & outdoor painting
- Trees Forever tree maintenance – watering, pruning, protective measures to ensure growth

**Marketing/Advertising**
- Social Media development and post content
- Information entry on the website (calendar of events, updated page information, etc.)
- Create and/or execute advertising campaigns for print, radio, you tube and digital ads
- Work with businesses to claim free business listings online – Google, Yelp, Trip Advisor, Etc.
- Enter event information and content on Travel Iowa’s website
- Data collection – i.e. foot and vehicle traffic, housing assessment, reasons people visited or moved to Greenfield
- Research advertising opportunities and mediums to promote the organization and the community
- Create digital presentations to promote the organization and the community

**Project Development**
- Develop and execute a fundraising campaign or activity
- Develop and execute a volunteer recruitment strategy
- Develop a community event or series of activities that target teens

**Public Policy**
- Research City Ordinances and Codes that help improve a community’s business climate
- Work with the Historic Preservation Commission on Historic Building Design Guidelines

**Public Relations**
- Prepare Welcome Packets and help distribute – for new business, new residents, group travel planners and visiting tourists
- Write meaningful thank you notes to volunteers after big projects
- Deliver information to businesses by direct handout and/or phone calls

**Research**
- Research and help prepare successful grant applications
- Surveys/Data Collection – i.e. foot and vehicle traffic, housing assessment, reasons people visited or moved to Greenfield