



Communications & Marketing Committee
Benevolent and Protective Order of ELKS ~ Lodge 2679
937 Carter Drive, Calabash, NC 28467

HELP WANTED

To Contribute to the Mission of the C & M Committee

I am looking for a few Self-Starting, Creative, Dependable people with a Reasonable Command of the English Language, and Good Grammar and Punctuation Skills, who can use the Suite of Microsoft Office Software Applications such as MS Word, - MS PowerPoint, and maybe even MS Excel. Additionally, the ability to work with "Portable Document Format" (PDF) Documents is a Big Plus!

An alternate, separate skill desired is for one to have the ability to Compose and Take Quality Digital Photographs with either a Digital Camera and/or the Camera in a Smart Phone, - along with the ability to Download the Photos into a Software Program of their choice and make Corrections, Adjustments, Cropping, and so forth . . . , as appropriate, and then provide the Files to others for eventual insertion into a variety of other documents and applications across the spectrum of documents and Work Products produced by the C & M Committee.

Must have the ability to work as a Team, and communicate with Team Members and Lodge Leadership via e-Mail.

Opportunities Currently Available:

On Our Public Affairs Team:

- Be Our Public Affairs Officer
- Be a "Reporter" and/or a "Photographer" on the Public Affairs Team
- Write and Assemble Press Release, and arrange for Distribution to Media Outlets

On our Web/Social Media Team:

- Prepare and/or Update "Content" for our Web Page(s), and provide same to our WebMaster for uploading to our Web Sites and Facebook page.

On Our Marketing Team:

- Be the Head of the Marketing Team
- Learn how to Prepare and Distribute e-Mail Blasts and other e-Delivered products sent to Lodge Membership, and other "Friends-of-the-Lodge"
- Prepare/Update Materials for Marketing Internal Lodge Events/Functions

Thank You for Considering being a part of the Communications & Marketing Team where we "Make a Difference!"

Michael Trescak, Lodge Trustee & Chair, C & M Committee, Calabash Elks ~ 2679
Communications@CalabashElks.Org Cell = 910-386-7759