



2009-2010 ISES MSP Communications Volunteer Opportunities

Newsletter

Showcase your creativity and writing skills by contributing to our monthly e-newsletter. Communicating what the event industry has to say, keeping up with trends, introducing members to each other and sharing the accomplishments of our members are just a few highlights of the newsletter. Remember, communication is a key factor to event and relationship success!

Responsibilities include:

- Write a recap of at least two Monthly Programs
- Identify and collect member news to be featured
- Contact new members and have them fill out a questionnaire to be featured

Time commitment:

- 2-3 hours per month

Social Media

Take your networking skills to the next level by helping ISES MSP stay up to date on social media like Twitter, Facebook and LinkedIn. You'll help to build excitement around our monthly programs, member-only socials and what our members are doing.

Responsibilities include:

- Update Facebook and LinkedIn with monthly program, member-only socials, member accomplishments, special offers and other event information.
- Tweet during at least one Monthly Program.
- Brainstorm ideas with Communications on how to use social media tools more effectively.

Time commitment:

- 2-3 hours per month

Website

You don't have to know html code to help our Website live up to the amazing things ISES MSP is up to. Help us share the important information through our dynamic website including upcoming programs, offers, jobs, and more!

Responsibilities include:

- Update Homepage and Programs & Education page with upcoming program information (Enter links, documents and logos as necessary)
- Assist with photo upload and album creation from monthly programs

Time commitment:

- 1-2 hours per month

Media

What's the buzz!? Find out how ISES is related in the media! This is an easy way to get involved with Communications and the media with a minimal time commitment. You'll help find and get familiar with media connections, keep up to date on what's current with ISES and how we are getting our chapter name out there.

Responsibilities include:

- Surfing the Internet/newspapers/magazines for ISES mentions about monthly program, socials, member accomplishments, special offers and other event information.

- Collect found data and make copies to compile in a media mentions binder.
- Brainstorm ideas with Communications on how to get our organization name out there and find media contacts to connect with on ISES communications.

Time commitment:

- 1-3 hours a month

Contact Information:

Contact us for more information and to sign-up!

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