Elon Volunteers! Mission
To provide all members of Elon University campus the opportunity to develop an ethic of service by connecting campus and community through service experiences.

Purpose of position
The Photographer and Writer is an extremely proactive and collaborative position. The focus of the photography and stories will be on either: personal interest stories, event coverage, and/or special projects. The coordinator will reach out to Elon Volunteers! organizations for photography needs. He or she will also create their own projects and do projects the professional staff deem pertinent and will collaborate with the PR Team to promote and share the stories of Elon Volunteers!.

Knowledge requirements include: understanding of basic production equipment and all stages of production, as well as DSLR equipment and all stages of promotional/event photography.

Essential Duties/Responsibilities
- Work closely and collaborate with coordinators & directors to generate ideas for marketing and advertising campaigns
- Meet weekly with PR Team to discuss and collaborate on projects
- Design effective & creative photo products that generate students’ interest throughout the course of the year
- Able to write for a variety of audiences, including alumni, current students, donors, and community partners
- Photograph service activities and events for print materials and online promotion
- Write human interest stories and press releases on Elon Volunteers! events and accomplishments

Qualifications
- Able to dedicate a minimum of 3-4 hours a week
- Prior experience with advertising or journalism
- Demonstrated time management, organization, and interpersonal skills
- Effective communication skills, both written and verbal
- Must be available for the following dates:
  - All EV! Trainings:
    - February 10th, 2017, from 3-6pm

For more information about this position contact elonvols@elon.edu
Leadership Agreement

I agree to fulfill the duties required of me as a leader within Elon Volunteers! to the best of my abilities. These duties are listed above. In the event that I neglect or am no longer able to fulfill my responsibilities, I understand that the Kernodle Center professional staff and EV! Executive Directors have the right to remove me from my position. Prior to removal, I understand that I will receive at least two written warnings and will have the opportunity to improve my performance.

By signing below, I agree to abide by all EV! policies and to maintain good disciplinary standing with Elon University for the duration of my leadership role.

Sign ___________________________ Date ___________