



Volunteer Job Description

JOB TITLE	VP of Outreach
JOB DESCRIPTION	<p>Job Overview – The VP Outreach position is elected by the chapter. The position provides leadership, management oversight, support and guidance for the Outreach aspects of chapter activities and services. The position acts as a liaison between PMI Portland Chapter and academic, business, and community outreach programs that support the Portland Chapter’s vision, mission, and goals. This position reports to the President.</p> <p>Job Details – Individually or through leadership of volunteer team:</p> <p>Responsible for actively participating in all board functions which include forming of strategic initiatives, overseeing the execution of those initiatives, attending board and committee meetings and in general, conducting PMI Portland business in a professional manner. Specifies duties include:</p> <ul style="list-style-type: none">• Develop and maintain a chapter outreach plan that assures continued growth through proactive outreach to academic institutions, business and community organizations promoting the values of PMI and chapter involvement.• Work closely with Marketing and other portfolios to maintain presentations for external stakeholders and other organizations interested in PMI activities.• Work closely with membership and marketing portfolios to create opportunities within the business and academic community to promote PMI Chapter membership value.• Facilitate chapter communications with academic sources and act as liaison for professional development (certification) and Programs portfolios to promote goodwill and PMI Portland Chapter services.• Facilitate chapter communications with business community and act as a liaison for the Marketing Portfolio to promote PMI value and publicize the Chapter within the community. This includes awareness of services such as job postings, professional development events and sponsorship opportunities.• Actively pursue other appropriate local associations and academic institutions to create strong relations and develop win-win exchanges of services as appropriate. Document affiliate agreements and work with Marketing to publicize these through appropriate communications channels (website, newsletter, email).• Manage and promote project management awards (e.g. Excellence in Project Management Award) as described in the Outreach annual plan.• Participate in the PMI Portland Chapter budgeting process.• Develop and implement succession and transition plans for VP and director positions within the Outreach Portfolio.• Prepare monthly status reports on activities and participate in Board of Directors meetings.• Seek to promote and mentor chapter members that desire to volunteer as a way to develop/strengthen their project management skills while still providing the best professional development opportunity to the members at large.• Provide supervision to ensure development/improvements to procedures and process documentation for individual programs, events, and overall Outreach activities.• Provide support and guidance to directors, members and incoming Outreach Portfolio volunteers to ensure smooth transition for volunteer roles.



Project Management Institute Portland Chapter

	<ul style="list-style-type: none"> Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans. <p>Required Skills/Qualifications –</p> <ul style="list-style-type: none"> Good public speaking and presentation skills are required. The ability to delegate to others yet provides support. Team building and active listening skills are critical for this position. A strong desire to make a difference in the PMI community is essential. Active membership in-good-standing in both PMI-Portland and PMI global is required. PMP certification is preferred. <p>Career Benefits – This is a high profile position that can have a great impact on your career and the chapter as it interacts with all PMI Portland portfolios and other PMI principles worldwide. This position provides the opportunity to build your professional network beyond the local PMI local chapter and fine-tune your leadership and executive level abilities. In addition, this position is eligible for dinner meeting discounts, and eligible for regional and annual LIM conference attendance at little or no cost.</p>
TIME COMMITMENT	Job Duration July 2016 - Jun 2018 Estimated Hrs/Week 4-8 hrs/week
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) <input type="checkbox"/> no <input checked="" type="checkbox"/> yes</p> <p>PMI certification required? <input checked="" type="checkbox"/> no <input type="checkbox"/> yes <i>Certification is Preferred</i></p> <p>Portfolio Executive Leader's Name Saby Waraich</p> <p>Division/Team n/a Leader's Name n/a</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDU's	1 PDU per volunteer hour worked. See PMI.org CCRS information for details.
TO APPLY	<p>Go to https://vrms.pmi.org, use Search Term (n/a)</p> <p><i>(Please apply using the Online Nomination form available on the Elections Webpage.)</i></p>
QUESTIONS?	<p>Hiring Manager Name Jimmy Godard Title President Elect</p> <p>Email presidentelect@pmi-portland.org</p>