Job Title	**Quality Assurance Team Member** **2014 Managing Projects, Programs, & Portfolios Conference**
Job Description	**Job Summary:** This volunteer is a member the Quality Assurance Team to gather attendee perception of the quality of the content of the PMI Portland Chapter Annual (MP3) Conference. Activities will occur prior to the day of the conference by attending planning meetings as required, throughout the day of the conference and after the day of conference. **Job Duties**: The volunteer may be assigned some or all of activities in the following areas: • Provide survey forms for the conference by coordinating the update, printing and delivery of the forms to the conference • Coordinate the data gathering and analysis of the surveys • Train the registration volunteers to enter survey data into survey tally spreadsheets • Assist with data entry of survey data • Coordinate the distribution and collection of survey forms using volunteers during the conference. Ensure that all surveys are collected after each break out session and at end of day • Receive completed survey tally spreadsheets from volunteers via email • Review survey tally spreadsheets and place them in the conference Dropbox **Required Skills:** Good communications, organization and interpersonal skills. Ability to take direction and work effectively as a member of a professional team. **Career and Personal Benefits:** This position provides the opportunity to add to your project team experience and exposure to the PMI community. You will be building relationships within the professional community. You can use hours towards PDUs.
Job Duration	March 2014 through September 2014.
Time Commitment / Week	1 to 4 hrs / week
PDUs	1 PDU for each volunteer hour worked up to the maximum allowed.
Contact Name	Director of Annual Conference, Ken Aust
Contact Email & Phone	annual_conf@pmi-portland.org or 503.-888-2743