



Project Management Institute Portland Chapter

Volunteer Job Description

JOB TITLE	Annual Conference Day-Of-Event Manager (2019)
JOB DESCRIPTION	<p>Job Overview</p> <p>This volunteer is part of the AC Project Team and reports to the Director of the Annual Conference. The Day-Of-Event Manager is responsible for the site coordination on the day of the conference and act in similar capacity as Director of Annual Conference.</p> <p>Job Details</p> <p>Planning and Pre-Event Execution</p> <ul style="list-style-type: none">- Develop the Conference Site Plan and all venue check-lists for site coordinators- Collaborate with the AC Director and all other Team Leads to create the run of show and all on-site arrangements and timelines that roll up to the overall Annual Conference Project Plan and agreed upon milestones- Attend weekly or other agreed-upon project meetings as called by the Annual Conference Director or Sponsor.- With the assistance of the AC Director and the Volunteer Lead, ensure there are the necessary number of volunteers recruited and trained for the day of the event.- Determine and lead team meetings as appropriate.- Be the main point of contact with the venue manager for all site plans- Develop and distribute all volunteer roles and assignments, checklists, protocols, contacts <p>Day of Event</p> <ul style="list-style-type: none">- Coordinate with Operations Lead, Marketing Communications Lead, and Speakers Lead for testing equipment in rooms and ensuring last minute room changes have necessary equipment, signage and materials, and Speakers and session coordinators/hosts are aligned- Coordinate all contact information with Volunteer Lead for issue resolution protocols across all areas- Test Run-of-Show and distribute final details to all involved- Serve as Main Point of Contact during the event <p>Event Close/Follow-Up</p> <ul style="list-style-type: none">- Clean up details, equipment returns, and storage of PMI items

	<ul style="list-style-type: none"> - Maintain ongoing log of Lessons Learned and participate in the Retrospective after the Conference - Compile final report for submission to the AC Director - Thank team of volunteers <p>Required Skills/Qualifications</p> <ul style="list-style-type: none"> - Exceptional interpersonal communication and prioritization skills - Ability to work with other team leads and volunteers, influencing others to achieve results - Ability to see the big picture and organize the details - Ability to respond quickly and remain calm in chaotic situations - Ability to develop plans and execute them to successful outcomes - Proficiency at Microsoft Office applications. - Experience with events required <p>Career Benefits</p> <ul style="list-style-type: none"> - Add to your Project Management experience and exposure to the PMI community at large (great for those looking to complete an application for the PMP Exam) - Additional PDUs - Build your professional network as you engage with PMI volunteers - Increase your team leadership skills and experience - No cost attendance of annual conference
TIME COMMITMENT	<p>Job Duration 1 year with possibility of extension</p> <p>Estimated Hrs/Week Varies; may exceed 10 hours per week, except for the week of the conference, when it may exceed 10 hours per day.</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) Yes</p> <p>PMI certification required? Yes Which certification? PMP</p> <p>Portfolio Executive</p> <p>Division/Team : Annual Conference</p> <p>Team Leader's Name Sandra Koelle</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDUs	1 PDU per volunteer hour worked. See PMI.org CCRS information for details.
TO APPLY	Go to https://vrms.pmi.org , use Search Term (16972)
QUESTIONS?	<p>Hiring Manager Name Sandra Koelle</p> <p>Title Director of Annual Conference</p> <p>Email annual_conf@pmi-portland.org</p>

