



Project Management Institute

Portland Chapter

Volunteer Job Description

JOB TITLE	Assistant Annual Conference Marketing Lead
JOB DESCRIPTION	<p>Job Overview</p> <p>This volunteer will assist the annual conference marketing lead in overseeing the team that establishes the marketing plan and develops and distributes all marketing collateral for the PMI Portland Chapter Annual Conference.</p> <p>Job Details</p> <ul style="list-style-type: none">• Review lessons learned from prior year to assist in preparation.• Develop and lead marketing team dividing responsibilities among team members.• Create marketing plan with timelines; previous year's marketing plan may be used as a guideline.• Solicit sponsors for vendor displays/booths/tables the day of the event.• Determine graphics and printing needs, execute on those needs.• Develop, print, and deliver to event the day-of-event brochures that event attendees will use during the event.• Oversee printing and distribution of marketing collateral including the conference brochure.• Notify and distribute materials to PMI membership, regional chapters, TAO, SIGs, PSU, etc.• Verbally announce, as well as create and distribute marketing collateral during dinners, roundtable events, etc.• Report marketing team volunteer hours to Volunteer Team Lead and Annual Conference Director. <p>Required Skills/Qualifications</p> <ul style="list-style-type: none">• Ability to manage a team of volunteers and work effectively with other internal teams.• Excellent communication, organization, and interpersonal skills.• Knowledge of marketing communication and social media best practices <p>Desired Skills:</p> <ul style="list-style-type: none">• Proficiency in team leadership, executing against a prioritized task list in alignment with project objectives and schedule and budget constraints.• Experience with social media marketing campaigns.• Prior or current experience in marketing is deeply desired

	Career Benefits <ul style="list-style-type: none"> • This position provides the opportunity to add to your project management experience and exposure to the PMI community at large. • You will be building organization and people management skills. • You may attend the event at no charge and can use hours above the minimum required for free admission towards PDUs.
TIME COMMITMENT	Job Duration 1 year Estimated Hrs/Week 2hrs/week average, but increases to 10hrs/week just before and during event.
CHAPTER INFO	PMI Portland Chapter membership required? Yes PMI certification required? No Which certification? (n/a) Portfolio Marketing Division/Team Annual Event Leads Team Leader's Name Sunny Zobel Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership
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 (9968)
QUESTIONS?	Hiring Manager Name Stephen Wilks Title President Elect (AC Executive Sponsor) Email srwilks@gmail.com