



Volunteer Job Description

JOB TITLE	Assistant Director of Tech Support
JOB DESCRIPTION	<p>Job Overview</p> <p>The Assistant Director of Technology works under the Director of Technology to help maintain the technical aspects of the PMI Portland Chapter.</p> <p>Job Details</p> <p>The Assistant Director of Technology shall:</p> <ul style="list-style-type: none"> * Provide assistance with technological assets of PMI Portland including hardware, email accounts, PMI Portland mobile app * Track and provide documentation of technological assets related to their tasks, * Identify areas of improvement and come up with possible ideas for improvement related to their tasks * Perform/provide assistance with projects in the Operations portfolio <p>This position will help to streamline and improve the functions within the Operations portfolio so that we can create organization within the PMI Portland Chapter.</p> <p>Required Skills/Qualifications</p> <p>Requires proactive communication skills within the Operations portfolio as well as with other portfolios within the chapter in order to gather any needed information. Familiarity with Google Drive, Excel and up-to-date software technologies is a huge plus, as well as the ability to quickly learn.</p>
TIME COMMITMENT	<p>Job Duration Up to 2 years</p> <p>Estimated Hrs/Month 10+</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above is YES) Active membership in-good- standing in both PMI-Portland and PMI global is required.</p> <p>PMI certification required? No</p> <p>Portfolio Operations</p> <p>Division/Team Technology</p> <p>Team Leader's Name VP of Operations</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	Go to https://vrms.pmi.org, use Search Term (11607)
QUESTIONS?	<p>Hiring Manager Name Holly Trunk</p> <p>Title Director of Technology</p> <p>Email technology@pmi-portland.org</p>