



Volunteer Job Description

JOB TITLE	Website Manager- Marketing
JOB DESCRIPTION	<p>Job Overview</p> <p>For Chapter Marketing Activities and Annual Conference web presence, designs the Chapter website and other systems. Works in cooperation with the Conference Director and Conference Marketing team, and under the supervision of the Director of Marketing Distribution and Chapter webmaster.</p> <p>Job Details</p> <ul style="list-style-type: none"> ● Take ownership of designing of web pages to support the sponsor recruitment, speaker recruitment, information and marketing efforts for the Annual Conference and Chapter Marketing activities. ● Understand all facets of the Conference “cycle”. Review existing documentation on past conferences. ● Work collaboratively with Conference Marketing volunteers to ensure web pages current and fresh. ● Proactively make suggestions for improvement in process or content. ● Post logos, photos, documents on the web site as they become available. ● Attend weekly Annual Conference meetings ● Work collaboratively with webmaster who will backfill and advise as needed. ● Work under supervision of the Director of Marketing Distribution, Webmaster, and under the umbrella of the Dir. of Annual Conference. <p>Required Skills/Qualifications</p> <ul style="list-style-type: none"> ● Excellent organization and people skills. ● Knowledge of and proficiency with existing Chapter web system is required. ● Willingness to monitor email and resolve web issues daily ● Customer Service approach to problem-solving. ● Excellent written and verbal communication skills. ● Ability to work effectively with other internal teams. ● Collaborative, detail oriented. ● Understanding of the PMI Portland Chapter activities, leadership, membership, and programs. <p>Career Benefits –</p> <p>This position networks with the PMI local community at large and provides the opportunity to build your professional network. This position develops 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.</p>
TIME COMMITMENT	<p>Job Duration 1- 2 years</p> <p>Estimated Hrs/Week 2-5 hrs / week</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? Yes</p> <p>PMI certification required? No Which certification? (n/a)</p> <p>Portfolio Marketing</p>

	Division/Team Website Manager Team Leader's Name Lokesh Aggarwal Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership
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 (7308)
QUESTIONS?	Hiring Manager Name : Lokesh Aggarwal Title VP Marketing Email Vp_marketing@pmi-portland.org