



Volunteer Job Description

JOB TITLE	Web Admin
JOB DESCRIPTION	<p>Job Overview One of several positions that supports the mission and activities of the Chapter by managing and updating various technology tools, such as the website, database, forums, registration system, email systems, etc. Interacts closely with portfolio leadership, staff, members, non-members. Work in a dynamic, matrixed organization, under the direction of the Web Director, and under the umbrella of the VP of Operations.</p> <p>About the Web Team Web team manages, maintains and improves the performance of the PMI Portland Website and web-based assets. Typical responsibilities (distributed among webmaster and web-admins) include but not limited to:</p> <ul style="list-style-type: none">• Design, improve and update the website• Generate and revise web pages• Ensure the web servers, hardware and software are operating accurately• Communicate with website vendor for maintenance and improvements.• Examine and analyze site traffic• Maintain web based applications (e.g. event management and registration systems) on the back end.• Provide technical support, advise and solutions to end-users and staff as required.• Test web pages to for errors and improvements• Keep file sizes manageable to improve loading times.• Implement improvements over current Joomla packages.• Test with different browsers and devices to ensure accessibility for a variety of users. <p>Job Details</p> <ul style="list-style-type: none">• Learn and understand Chapter computing, database and information infrastructure (mostly Joomla based).• Learn and understand Chapter processes, in order to best support them with our systems.• Take responsibility for specific web-based systems and/or processes. (TBD as per above, based on need, skills and interest).• Proactively make suggestions for improvement in process, content and/or tools.• Provide backup for webmaster and other web-admin duties including vacation and overflow backup.• Interact with any level of the organization as needed: Board, directors, volunteers, members and non-members.• Attend monthly team meetings and contribute to required status reporting.• Participate in additional projects as mutually agreed upon.• Work under direction of the Web Director. <p>Required Skills/Qualifications</p> <ul style="list-style-type: none">• A medium-term commitment is required; there is a great deal of training and responsibility associated with this position.• MS Office and graphics skills.• Understanding of Database concepts.• Web and system experience.• Joomla (or other open source CMS) and HTML exposure.• The ideal candidate:<ul style="list-style-type: none">o Is highly reliable, who takes initiative.



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	<ul style="list-style-type: none"> o Has a Customer Service approach to problem-solving. o Has a Customer Representative approach to systems improvement. o Works happily in a team environment. Can work effectively with other internal Chapter volunteers at all levels, and with external customers. o Is very detail oriented and highly organized. o Is willing and able to monitor email and resolve issues daily. o Has excellent written and verbal communication skills. <ul style="list-style-type: none"> ● Chapter membership is required. <p>Desired Skills/Qualifications</p> <ul style="list-style-type: none"> ● Understanding of PMI Portland Chapter activities, leadership, membership, and programs. ● Experience working in an all-volunteer organization. ● Web and system experience. ● Joomla and HTML expertise. ● Trello Experience. <p>Career Benefits</p> <p>You will network with the PMI local community at large and have the opportunity to build your professional network. You will develop organizational and people management skills. You may acquire new system skills. You may attend some events at a reduced price and will also earn PDUs.</p>
TIME COMMITMENT	<p>Job Duration 1 year minimum</p> <p>Estimated Hrs/Week 2 – 8 hours/week. This may vary based on projects assigned and need, but only with the volunteer’s agreement.</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) Yes (Director level)</p> <p>PMI certification required? (No) Which certification?</p> <p>Portfolio Operations</p> <p>Division/Team Web Team</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDUs	<p>1 PDU per volunteer hour worked. See PMI.org CCRS information for details.</p>
TO APPLY	<p>Go to https://vrms.pmi.org, use Search Term (9155)</p>
QUESTIONS?	<p>Hiring Manager Name Hakan Kutgun</p> <p>Title VP Operations</p> <p>Email vp_operations@pmi-portland.org</p>