

Asst. VP of Marketing Communications

The Asst. VP of Communications manages the design and delivery of PMI-Portland Chapter communications services and publications. The Asst. VP of Communication works very closely with Asst. VP of Marketing and Sponsorship and other portfolios to serves as a communications hub between Members and the Chapter.

Specific Accountabilities:

- Disseminate information both to and from the chapter (events included) in a timely manner
- Create, define and maintain all chapter communication strategy, policies, goals, objectives, and tools (including social media)
- Maintain a regular communications schedule that translates all chapter communications across all channels
- Lead the development, production, and release of all chapter newsletters and communications
- Coordinate volunteers (and third-party vendors if applicable) and other portfolios to maintain and oversee website content
- Perform and uphold duties, as specified by the chapter bylaws, board policies, and procedures.
- Work with Marketing and Sponsorship to ensure that chapters' brand is understood and leveraged in communication plans.
- Work to ensure a consistent chapter voice and tone across all communications channels
- Develop and implement succession and transition plan

Job Description and Summary of Tasks: Elected volunteer responsible for managing and coordinating communication channels in accordance with chapter policies and bylaws

Important Qualifications or Skills:

- Experience in Developing Communications Strategy and Supporting Communication Plans
- Knowledge of PMI Global and Chapter Brand Guidelines
- Strong Written Communication Skills
- Strong Knowledge of Common Communication Vehicles (i.e. Newsletters, Annual Plans, Email Communications, etc.)

Time Commitment per month (estimated average): Estimated Volunteer Hours per Month: 25–40

Leadership Skills:

- Effective Delegation and Writing Skills
- Public Speaking/Presentation Skills
- Skilled in Strategic Planning and Process Execution

- Technical Tools and Team Building Skills

BENEFITS:

- Forge professional relationships with other passionate project managers
- Gain practical experience with building and maintaining effective teams
- Learn more about the project management community and culture within Calgary
- Have fun outside of your day job while developing your PM skill set
- Grow your communication (written and oral) skill set