



## Project Management Institute Portland Chapter

### Volunteer Job Description

<b>JOB TITLE</b>	<b>Assistant Director of Workshops</b>
<b>JOB DESCRIPTION</b>	<p><b>Job Overview</b></p> <p>Assist in the management of professional project management workshops for the PMI Portland Chapter. This position reports to the Director of Workshops in the Professional Development portfolio.</p> <p><b>Job Details</b></p> <p>As assigned by the Director of Workshops:</p> <ul style="list-style-type: none"><li>• Planning and executing workshop events, including on-site the day of the event. Coordinating and tracking in Trello board.</li><li>• Coordinate with venue resources and maintain a good relationship with the vendors.</li><li>• Assist in researching and qualifying workshop presenter candidates.</li><li>• Assist in planning workshop topics with Workshops team to ensure good topic coverage for the year.</li><li>• Work with Operations to provide web announcements and set up workshop registration.</li><li>• Work with Marketing to promote events to membership and partner organizations.</li><li>• Track attendance, collate surveys, and maintain workshop registration details.</li><li>• Follow-up and oversee to resolution any issues that surface related to workshop events from planning to event closure.</li><li>• Monitor participant satisfaction to ensure workshops are meeting the needs of the chapter members.</li><li>• Pursue continuous process and workshop improvement.</li><li>• Report volunteer hours in the volunteer time tracking system.</li><li>• Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.</li></ul> <p><b>Required Skills/Qualifications</b></p> <ul style="list-style-type: none"><li>• Proficiency in Microsoft Office or Google Drive applications.</li><li>• Good communications, organization, and interpersonal skills.</li><li>• Consistent follow through and attention to detail is important for this position, resolving problems quickly to ensure successful workshop events.</li></ul> <p><b>Career Benefits</b></p> <p>This position develops event management skills and network/relationship building skills, as well as general management and project management skills. This position networks with the PMI local community at large as well as with influential</p>



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	members within the PMI-Portland chapter and provides the opportunity to build your professional network. In addition, this position provides the opportunity to participate in the workshops to further your education and earn additional PDUs.
<b>TIME COMMITMENT</b>	<b>Job Duration</b> Approximately 2 years <b>Estimated Hrs/Week</b> 2 to 4 hours per week
<b>CHAPTER INFO</b>	<b>PMI Portland Chapter membership required?</b> Yes • Active membership in-good- standing in both PMI-Portland and PMI global is required. <b>PMI certification required?</b> No <b>Which certification?</b> <b>Portfolio</b> Professional Development <b>Division/Team</b> Workshops <b>Team Leader's Name</b> Leonie Alesci, Director of Workshops <b>Chapter Leadership webpage</b> - <a href="http://pmi-portland.org/about-us/leadership">http://pmi-portland.org/about-us/leadership</a>
<b>PDUs</b>	1 PDU per volunteer hour worked. See <a href="http://pmi.org">PMI.org</a> <a href="#">CCRS</a> information for details.
<b>TO APPLY</b>	Go to <a href="https://vrms.pmi.org">https://vrms.pmi.org</a> , use Search Term ( 9142 )
<b>QUESTIONS?</b>	<b>Hiring Manager Name</b> Leonie Alesci <b>Title</b> Director of Workshops <b>Email</b> <a href="mailto:workshop@pmi-portland.org">workshop@pmi-portland.org</a>