



Project Management Institute Portland Chapter



Volunteer Job Description

JOB TITLE	Director of PMP Certification
JOB DESCRIPTION	<p>Job Overview</p> <p>This position is responsible for helping people in the Portland area project management community prepare for PMI's PMP and CAPM certifications and maintain PMP certification. It manages PMP Certification program, leads the team of volunteer PMP instructors, and is instrumental in providing quality PMP/CAPM preparation courses for the PMI Portland Chapter. This position reports to the Vice President of Professional Development.</p> <p>Job Details</p> <p>Individually or through oversight of the PMP Certification team:</p> <ul style="list-style-type: none"> ● Responsible for planning, executing, monitoring, and closing 35+ contact hour certification preparation course events (two or more each year), and maintaining checklist of typical course preparation activities. ● Provide information to chapter members on PMP/CAPM certification eligibility requirements and course information as well as continued certification requirements. ● Hire and train Assistant Director of PMP Certification as backup/standby relief on all regular planning, execution, closing activities of a course. ● Hires and manages volunteer PMP instructors and leads the team in teaching exam prep course. ● Engage, maintain relationships, and coordinate with vendors for providing PMP bootcamps and other needs such as classroom venues. ● Work with instructors to improve materials, handouts and updates to reflect PMBOK changes. ● During a course cycle, track attendance, maintain calendars for upcoming classes, collate surveys, and maintain ongoing registration details. ● Follow-up and oversee to resolution any issues that surface related to course events from planning to closure. ● Provide avenue for certification preparation course improvement alongside certification volunteers, instructors and PMI community feedback. ● Report volunteer hours to the volunteer time tracking system and ensure instructor hours are reported. ● Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans. <p>Required Skills/Qualifications</p> <ul style="list-style-type: none"> ● Adult education and professional speaking experience. ● Good communications, organization, and interpersonal skills.



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	<ul style="list-style-type: none">• Consistent follow-through and attention to detail is critical for this position, anticipating problems and resolving them quickly to ensure successful course events.• PMP certification is required. <p>Career Benefits</p> <p>This position develops management skills and network/relationship building skills. This position interacts with the PMI local community at large and with members within the PMI-Portland chapter and provides the opportunity to build your professional network. This position is ideal for new PMPs who wish to become active in the PMI community, strengthen their PMP knowledge and have interest in education and giving back to the PMI community. In addition, this position is eligible for dinner meeting discounts and possible workshop and other Professional Development portfolio events at reduced pricing.</p>
TIME COMMITMENT	<p>Job Duration Approximately 2 years</p> <p>Estimated Hrs/Week 3 to 12 hours per week</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) Yes</p> <p>PMI certification required? Yes Which certification? PMP</p> <p>Portfolio Professional Development</p> <p>Division/Team PMP Certification</p> <p>Team Leader's Name</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDUs	1 PDU per volunteer hour worked. See PMI.org CCRS information for details.
TO APPLY	Go to https://vrms.pmi.org , use Search Term (16380)
QUESTIONS?	<p>Hiring Manager Name Wesly Smith</p> <p>Title VP of Professional Development</p> <p>Email vp_prof_devel@pmi-portland.org</p>