



# Project Management Institute Portland Chapter

## Volunteer Job Description Form

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| <b>JOB ID</b>               | 13731  |
| <b>JOB TITLE</b>            | <b>Marketing Writer, PMI Portland Chapter</b>  |
| <b>JOB DESCRIPTION</b>      | <p><b>Job Overview</b> – Serves as an integral member of the Marketing team writing, editing, and proofing copy for various print materials and Chapter communications.</p> <p><b>Career Benefits</b> – This is a high profile position that can have a great impact on your career and the chapter as it interacts with all PMI Portland portfolios and other PMI principles worldwide. This position provides the opportunity to build your professional network beyond the local PMI local chapter and fine-tune your leadership and executive level abilities</p> <p><b>Job Details – Individually or through leadership of volunteer team:</b></p> <p>The Marketing Writer is responsible for writing marketing support documents or articles in order to appeal to the prospects of the Chapter services.</p> <p>Specifies duties include:</p> <ul style="list-style-type: none"> <li>● Write marketing content for Chapter Annual Conference, Newsletter, Social media posts, brochures, user manuals, marketing documents or website content</li> <li>● Prepare drafts for the above mentioned purpose</li> <li>● Get drafts approved by the Director Content of Marketing or the VP of Marketing</li> <li>● Project the right image and brand of the Chapter</li> <li>● Stay abreast with marketing trends and terminology</li> <li>● Work independently as required and</li> <li>● Perform other tasks assigned by the VP of marketing</li> <li>● Collaborate with colleagues on creative ideas and solutions, then implement them</li> <li>● Learn, grow and excel</li> </ul> |
| <b>ROLE-SPECIFIC SKILLS</b> | <ul style="list-style-type: none"> <li>● Ability to interact well with others</li> <li>● Ability to work independently</li> <li>● Must possess or acquire a thorough understanding of services offered by the Chapter</li> <li>● Must have the ability to work under pressure and at a fast pace on multiple projects, with the ability to write on project management topics, whether creating from little to no existing material or editing existing material</li> <li>● Strong and demonstrated Microsoft Office skills, especially Word</li> <li>● Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other standard office procedures and terminology</li> <li>● Strong communication skills and able to relay information well in both written and verbal form</li> <li>● Able to manage priorities, deadlines, and tasks in order to meet deadlines and accomplish goals</li> <li>● Good interpersonal interaction and able to work well with others.</li> </ul>   |



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| <b>REQUIRED SKILLS/QUALIFICATIONS</b> | <ul style="list-style-type: none"><li>• Good conflict resolution and negotiation skills are required.</li><li>• Excellent writing skills, team building and active listening skills are critical for this position.</li><li>• A strong desire to make a difference in the PMI community is essential.</li><li>• Active membership in-good-standing in both PMI-Portland and PMI Global is required.</li><li>• CAPM/ACP/PMP certification is preferred.</li></ul> |
| <b>JOB DURATION</b>                   | 2 years  |
| <b>TIME COMMIT / WEEK</b>             | 2 to 4 hrs / week  |
| <b>PDU<sup>**</sup></b>               | 1 PDU per 1 hour of volunteer service to up 45 PDUs per 3 year cycle period  |
| <b>CONTACT NAME</b>                   | Lokesh Aggarwal  |
| <b>CONTACT PHONE</b>                  | 503-994-0012   |
| <b>CONTACT E-MAIL</b>                 | <a href="mailto:vp_marketing@pmi-portland.org">vp_marketing@pmi-portland.org</a>   |