



## Contractor Job Description

<b>JOB TITLE</b>	<b>Webmaster</b>
<b>JOB DESCRIPTION</b>	<p><b>Job Overview</b> A critical leadership position 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 Chapter leadership, staff, members, non-members. Work in a dynamic, matrixed organization, under the direction of the paid webmaster, and under the umbrella of VP of Operations. Requires a good combination of technical and people skills and offers a chance to improve them further.</p> <p><b>About the Web Team</b> 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"><li>• Design, improve and update the website</li><li>• Generate and revise web pages</li><li>• Ensure the web servers, hardware and software are operating accurately</li><li>• Communicate with website vendor for maintenance and improvements.</li><li>• Examine and analyze site traffic</li><li>• Maintain web based applications (e.g. event management and registration systems) on the back end.</li><li>• Provide technical support, advice and solutions to end-users and staff as required.</li><li>• Test web pages to for errors and improvements</li><li>• Keep file sizes manageable to improve loading times.</li><li>• Implement improvements over current Joomla packages.</li><li>• Test with different browsers and devices to ensure accessibility for a variety of users.</li></ul> <p><b>Job Details</b></p> <ul style="list-style-type: none"><li>• Learn and understand Chapter computing, database and information infrastructure (mostly Joomla based).</li><li>• Understand and support Chapter processes, in order to best support them with our systems.</li><li>• “Own” PMI Portland website, event specific micro sites (e.g. Annual Conference, Region 1 Conference) and any other web- based applications.</li><li>• Manage stakeholder relations with other portfolios on their needs and website vendor for maintenance.</li><li>• Proactively collect suggestions for improvement in process, content and/or tools.</li><li>• Manage workflow of webmaster and web-admins including vacation and overflow planning.</li><li>• Lead the web-team to fulfill responsibilities, improve processes and exceed expectations.</li><li>• Interact with all levels of the organization: Board, directors, volunteers, members and non-members.</li><li>• Run monthly team meetings and prepare status reports.</li><li>• Participate in additional projects as mutually agreed upon.</li><li>• Work under direction of the VP of Operations, preferably with minimal supervision.</li></ul> <p><b>Required Skills/Qualifications</b></p> <ul style="list-style-type: none"><li>• A long-term commitment is required; there is a great deal of training and responsibility associated with this position.</li><li>• MS Office and graphics skills.</li><li>• Understanding of Database concepts.</li></ul>



## Project Management Institute Portland Chapter

	<ul style="list-style-type: none"> <li>● Web and system experience.</li> <li>● Joomla (or other open source CMS) and HTML exposure.</li> <li>● The ideal candidate:             <ul style="list-style-type: none"> <li>○ Is highly reliable, self-starter who takes initiative.</li> <li>○ Has a Customer Service approach to problem-solving.</li> <li>○ Has a Customer Representative approach to systems improvement.</li> <li>○ Works happily in a team environment with strong leadership skills. Can work effectively with other internal Chapter volunteers at all levels, and with external customers.</li> <li>○ Is very detail oriented and highly organized.</li> <li>○ Is highly responsive, willing and able to monitor email and resolve issues daily.</li> <li>○ Has excellent written and verbal communication skills.</li> </ul> </li> <li>● PMI Portland Chapter membership is required.</li> </ul> <p><b>Desired Skills/Qualifications</b></p> <ul style="list-style-type: none"> <li>● Understanding of PMI Portland Chapter activities, leadership, membership, and programs.</li> <li>● Experience working in an all-volunteer organization.</li> <li>● Joomla and HTML expertise.</li> <li>● Trello experience.</li> <li>● Experience with graphic design and photo editing software.</li> </ul> <p><b>Career Benefits</b></p> <p>You will network with the PMI local community and executive levels of the chapter at large and have the opportunity to build your professional network. You will develop technical, 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>
<b>TIME COMMITMENT</b>	<p><b>Job Duration</b> 2 years minimum</p> <p><b>Estimated Hrs/Week</b> 5 – 10 hours/week. This may vary based on projects assigned and need, but only with the volunteer’s agreement.</p>
<b>CHAPTER INFO</b>	<p><b>PMI Portland Chapter membership required? (Asst Dir and above)</b> Yes (Director level)</p> <p><b>PMI certification required? (No) Which certification?</b></p> <p><b>Portfolio</b> Operations</p> <p><b>Division/Team</b> Web Team</p> <p><b>Team Leader’s Name</b> Hakan Kutgun (VP Operations)</p> <p><b>Chapter Leadership webpage -</b> <a href="http://pmi-portland.org/about-us/leadership">http://pmi-portland.org/about-us/leadership</a></p>
<b>TO APPLY</b>	<p>Go to <a href="https://vrms.pmi.org">https://vrms.pmi.org</a>, use Search Term ( 13708 )</p>
<b>QUESTIONS?</b>	<p><b>Hiring Manager Name</b> Hakan Kutgun</p> <p><b>Title</b> VP Operations</p> <p><b>Email</b> <a href="mailto:vp_operations@pmi-portland.org">vp_operations@pmi-portland.org</a></p>