



Volunteer Job Description

JOB TITLE	Asst. VP of Marketing Communications
JOB DESCRIPTION	<p>Job Overview</p> <p>Elected volunteer responsible for managing and coordinating communication channels in accordance with chapter policies and bylaws.</p> <p>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.</p> <p>Duties</p> <ul style="list-style-type: none">• 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 <p>Required Skills/Qualifications</p> <ul style="list-style-type: none">• 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.)

	<ul style="list-style-type: none"> • Effective Delegation and Writing Skills • Public Speaking/Presentation Skills • Skilled in Strategic Planning and Process Execution • Technical Tools and Team Building Skills <p>Career Benefits</p> <ul style="list-style-type: none"> • 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 Portland • Have fun outside of your day job while developing your PM skill set • Grow your communication (written and oral) skill set.
TIME COMMITMENT	<p>Job Duration: This position is ongoing throughout the PMI Calendar Year.</p> <p>Estimated Hrs/Week: 25 to 40 hrs / Month</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required?</p> <ul style="list-style-type: none"> • Active membership in-good- standing in both PMI-Portland and PMI global is required. <p>PMI certification required? (No) Which certification? ()</p> <p>Portfolio Marketing</p> <p>Division/Team:</p> <p>Team Leader’s Name: (Kelley Duron)- VP Marketing</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDU s	<p>1 PDU per volunteer hour worked. See PMI.org CCRS information for details.</p>
TO APPLY	<p>Go to https://vrms.pmi.org, use Search Term (20988)</p>
QUESTIONS?	<p>Hiring Manager Name (Kelley Duron)</p> <p>Title (Vice President Marketing)</p> <p>Email (vp_marketing@pmi-portland.org)</p>