



Volunteer Job Description

JOB TITLE	Director of Academic Outreach
JOB DESCRIPTION	<p>Job Overview</p> <p>This position manages the chapter's educational outreach activities and communications with primary and secondary educational entities; most noteworthy are high school and college outreach programs and initiatives. The Director of Educational outreach builds relationships with the educational community, promotes the mission of the PMI Portland Chapter and serves as liaison between PMI Global, the PMI Portland Chapter and the community.</p> <p>The position assists the VP of Outreach and the Board of Directors in defining program proposals, initiatives and budget. The Director provides leadership over existing programs and recruits volunteers as needed to accomplish the desired program initiatives.</p> <p>Duties</p> <ul style="list-style-type: none">• Monitor the Director of Educational Outreach mailbox and promptly respond to requests for information and other inquiries.• Become intimately familiar with the PMI educational programs and resources.• Communicate regularly with the college, high school and administrative contacts to promote speaking, training and other chapter or PMI global opportunities.• Promote the Careers in Project Management and other materials available from PMI website and the Chapter's VP Professional Development.• Promote the PMI-Portland Scholarships that are managed through the PMIEF Scholarship site.• Ensure the scholarship dues are paid to PMIEF.• Manage and promote the chapter's student dinner discount program. Schedules monthly guests, arranges for discount codes, and tracks against the Outreach portfolio budget. See student dinner discount policy for full details.• Maintain and build contact lists for the college and high school academic communities.• Continue to seek out new ways to educate students and the academic community about PMI Portland and the PMIEF scholarship availability.



Project Management Institute Portland Chapter

	<p>Required Skills/Qualifications</p> <ul style="list-style-type: none"> • Must have a passion for project management and a desire to reach out to college and high school students. • Capable to research contacts via the internet, and follow up with telephone calls to establish a relationship with the schools. • Communication skills are essential • Exceptional verbal communications and organizational skills. Ability to work effectively with other internal teams and manage additional volunteers. • Proficiency at Microsoft Office applications <p>Career Benefits</p> <p>This position networks with the Metro area educational High School, College, University and PMI local community at large and provides the opportunity to build your professional network while promoting the values and contributions of PMI throughout the community.</p>
TIME COMMITMENT	<p>Job Duration : This position is ongoing throughout the PMI Calendar Year.</p> <p>Estimated Hrs/Week: 4 to 6 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 Outreach</p> <p>Division/Team: Academic Outreach</p> <p>Team Leader’s Name: (Greg Spehar)- VP Outreach</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDU	<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 (21016)</p>
QUESTIONS?	<p>Hiring Manager Name (Penelope Luedtke)</p> <p>Title (Asst Vice President Outreach)</p> <p>Email (asst_vp_outreach@pmi-portland.org)</p>