



Project Management Institute Portland Chapter

Volunteer Job Description

JOB TITLE	Director of Workshops
JOB DESCRIPTION	<p>Job Overview</p> <p>Manage professional development workshops for the PMI Portland Chapter. This position reports to the Vice President of Professional Development in the Professional Development portfolio. This position is instrumental in providing quality education to the project management community.</p> <p>Job Details</p> <p>Individually or through oversight of the workshop team:</p> <ul style="list-style-type: none">• Plan workshop topics with Assistant VP of Professional Development and VP of Professional Development to ensure good topic coverage for the year.• Responsible for researching and qualifying workshop presenter candidates.• Responsible for planning events and tracking execution in Trello board.• Coordinate with venue resources and maintain a good relationship with the vendors.• Work with Operations to provide web announcements and information to set up workshop registration.• Work with Marketing to provide information for membership and partner organization announcements.• Provide planning and forecasting information to VP of Professional Development.• Maintain checklist of typical workshop tasks.• Manage at least one workshop volunteer (Assistant Director of Workshops) as backup/standby relief on all regular tasks to prepare for (planning activities) and execute (on-site the day of event) all aspects of a workshop.• Track attendance, collate surveys, and maintain workshop registration details.• Follow-up and oversee to resolution any issues that surface related to workshop events from planning to event closure.• Monitor participant satisfaction to ensure workshops are meeting the needs of the chapter members.• Report volunteer hours in the volunteer time tracking system and ensure Workshop team hours are reported.• Pursue continuous process and workshop improvement.• Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.



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	Required Skills/Qualifications <ul style="list-style-type: none">• Proficiency at Microsoft Office or Google Drive applications.• Good communication, organization, and interpersonal skills.• Consistent follow through and attention to detail is critical for this position, anticipating problems and resolving them quickly to ensure successful workshop events. Career Benefits <p>This position develops event management skills and network/relationship building skills, as well as general management and project management skills. This position networks with the PMI local community at large as well as with influential members within the PMI-Portland chapter and provides the opportunity to build your professional network. In addition, this position provides the opportunity to participate in the workshops to further your education and earn additional PDUs.</p>
TIME COMMITMENT	Job Duration Approximately 2 years Estimated Hrs/Week: 2 to 9 hrs
CHAPTER INFO	PMI Portland Chapter membership required? (Asst Dir and above is YES) Yes <ul style="list-style-type: none">• Active membership in-good- standing in both PMI-Portland and PMI global is required. PMI certification required? No Which certification? PMP Preferred Portfolio Professional Development Division/Team Workshops Team Leader's Name Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership
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 (22337)
QUESTIONS?	Hiring Manager Name Wesly Smith Title VP of Professional Development Email vp_prof_devel@pmi-portland.org