



Volunteer Job Description

JOB TITLE	Assistant Director of PMP Certification
JOB DESCRIPTION	<p>Job Overview</p> <p>The Assistant Director of PMP Certification assists the Director of PMP Certification with planning, and execution of PMP/CAPM preparation course for the Professional Development portfolio of PMI Portland Chapter. This position reports to the Director of PMP Certification and is instrumental in delivering quality education to the project management community.</p> <p>Job Details</p> <p>Under the direction of the Director of PMP Certification, individually or through oversight of the preparation course team members:</p> <ul style="list-style-type: none">• Assist with planning and coordinating certification preparation course events (two or more each year).• Provide information to chapter members on PMP/CAPM certification eligibility requirements and course information as well as continued certification requirements.• Monitor participant satisfaction to ensure courses are meeting the needs of the attendees and instructors, as well as meeting the overall goals of the Professional Development Portfolio.• Assist in the resolution of any issues that surface related to course events.• Report volunteer hours to the Director of PMP Certification.• Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans. <p>• Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.</p> <p>Required Skills/Qualifications</p> <p>Good communication, organization, and interpersonal skills. Skilled in word processing and spreadsheet applications. Consistent follow-through and attention to details. Maintain active membership in-good-standing in both PMI-Portland and PMI global.</p> <p>Career Benefits</p> <p>This position interacts 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. This position develops management skills and network/relationship building skills.</p>
TIME COMMITMENT	<p>Job Duration Ongoing</p> <p>Estimated Hrs/Week 2 – 5 hours per week, fluctuating with course event activities.</p>



Project Management Institute Portland Chapter

CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above is YES) Yes</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? N/A</p> <p>Portfolio Professional Development</p> <p>Division/Team PMP Certification</p> <p>Team Leader's Name Sandra Koelle</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDU's	1 PDU per volunteer hour worked. See PMI.org CCRS information for details.
TO APPLY	Go to https://vrms.pmi.org , use Search Term (11649)
QUESTIONS?	<p>Hiring Manager Name Sandra Koelle</p> <p>Title Director of PMP Certification</p> <p>Email PMP_Certification@pmi-Portland.org</p>