



## Volunteer Job Description

<b>JOB TITLE</b>	<b>Director of Technology</b>
<b>JOB DESCRIPTION</b>	<p><b>Job Overview</b></p> <p>Define Portland Chapter web, data, and transaction, services and processes.</p> <p>Work with other Operations team members, board members and chapter volunteers to identify opportunities to improve Portland Chapter technology and infrastructure.</p> <p>Investigate new features and technologies and collaborate with Operations team to propose initiatives. Be the chapter technology consultant.</p> <p><b>Job Details</b></p> <ul style="list-style-type: none"><li>- Responsible for managing the chapter &amp; computing and information infrastructure and data usage.</li><li>- Conduct feature/technology investigations</li><li>- Conduct and report on feasibility of proposed technology initiatives</li><li>- Provide technical leadership to the Chapter</li><li>- Manage chapter technology projects; report on progress to the Board.</li></ul> <p><b>Required Skills/Qualifications</b></p> <p>Knowledge of Web technologies, IT infrastructure, basic database comprehension, knowledge of IT project budgeting and scheduling</p> <p><b>Desired Skills/Qualifications</b></p> <p>Technically savvy, collaborative, IT project management experience, hands on IT experience.</p> <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> 4-6 hours/week. This may vary based on projects assigned and need, but only with the volunteer's agreement.</p>

CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) Yes (Director level)</p> <p>PMI certification required? (No)      Which certification?</p> <p>Portfolio   Operations</p> <p>Division/Team   Technology</p> <p>Team Leader's Name   -</p> <p>Chapter Leadership webpage - <a href="http://pmi-portland.org/about-us/leadership">http://pmi-portland.org/about-us/leadership</a></p>
PDUs	1 PDU per volunteer hour worked. See <a href="#">PMI.org CCRS</a> information for details.
TO APPLY	Go to <a href="https://vrms.pmi.org">https://vrms.pmi.org</a> , use Search Term ( 10156 )
QUESTIONS?	<p>Hiring Manager Name   Hakan Kutgun</p> <p>Title   VP Operations</p> <p>Email   <a href="mailto:vp_operations@pmi-portland.org">vp_operations@pmi-portland.org</a></p>