



Project Management Institute - New York City Chapter Vice President of Communications & Technology

Opportunity Description

VP of Communications & Technology reports to the Chapter President and is described in the *PMINYC By-Laws* as follows:

The Vice President Communications & Technology shall be responsible for Chapter communications and all technology required to support the Chapter and other functions as specified by the Board.

This includes but is not limited to developing partnerships and relationships with other chapters, local businesses, and educational institutions; developing the Chapter Communications Plan; ensuring that Chapter communications are established and executed as defined by the plan; facilitating the various types of communications initiated by the Chapter to targeted audiences via various media (email, web postings, social media.); overseeing the development and maintenance of the website and maintenance of the meeting and event registration system.

Program Goals

- Enhance and maintain the chapter's reputation for leadership and excellence in project management via strong and supportive communications via multiple channels, including email, website, social media and external relationships
- Provide and support the necessary technology to support communications, event management and other chapter technology functions, including email accounts and document management.
- Provide quality services to the Board and Members
- Support the Programs and Mission of PMI NYC

Responsibilities

- Develop and maintain strategic partnerships and sponsorships with the chapter to benefit our members
- Develop and execute the chapter communications plan, including newsletters and social media to promote chapter, our programs, our members and the project management profession
- Manage and maintain the chapter website to benefit our members, sponsors and the profession
- Manage and maintain the chapter event management system to register attendees, collect fees and provide financial reporting
 - Communication with BOD and Leadership
 - Provide regular updates to BOD

Skills Required

- Demonstrate executive-level leadership and management skills
- Must possess excellent verbal and written communication skills
- Strong communications and organizational skills
- Effective negotiation and conflict management skills
- Contract and Vendor management
- Basic budget management skills



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Commitment Required

- Minimum 20 hours per month

Required Credentials

None Required, however PMP is preferred

PDU's to be awarded

1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning and working directly with the teams and at events/services.

Maximum 25 PDU's awarded under Category "Giving Back" per CCRS Handbook.

Anticipated Benefits to Volunteer

- Earn PDU's.
- Build strong networking relationships.
- Produce documentable career-enhancing achievements.
- Opportunity to attend leadership conferences (Region 4, PMI NA Leadership Institute meeting)