



NEW YORK CITY CHAPTER

Project Management Institute New York City Chapter

Role Description: VP of Education reports to the Chapter President and is described in the *PMINYC By-Laws* as follows:

The Vice President Education shall be responsible for establishing the strategy and overseeing the creation and delivery of Chapter educational programs and other functions as specified by the Board.

Roles and Responsibilities:

- Define strategies for improvement in educational programs, such as seminars and workshops
- Develop and implement a chapter education plan, including a program roadmap for educational content programs
- Oversee soft skills development and training programs and lead teams to execute
- Provide information and guidance to members and nonmembers on certification/re-certification in the context of PMI
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of educational programs
- Provide the information necessary to market the education, PMI certification, as well as training opportunities offered by the chapter
- Seek new project management professional development programs and services through networking with other educational organizations and PMI chapters
- Works with other Event planning teams to ensure no conflicts and works to leverage speakers and topics where applicable
- Coordinate and publicize chapter educational programs on chapter social networks
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter as they relate to the logistics of educational programs
- Oversee seminars and workshops
- Develop and implement a succession and transition plan

Program Goals

- Drive the Members to gain and maintain PMI's certifications
- Offer seminars and workshops of interest to the Members, increasing engagement and participation

Deliverables



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- Provide regular updates to Board on registrants, attendance and budget alignment
- Prepare Annual Plan and Budget Proposal for all educational events
- Attend and participate in PMINYC Board Meetings
- Attend chapter meetings and other chapter functions to meet with chapter members

Role Specific Skills Required

- Demonstrate executive-level leadership and management skills
- Must possess excellent verbal and written communication skills.
- Strong communication and organizational skills
- Effective negotiation and conflict management skills
- Seminar and Event Planning Skills
- Ability to Develop and Manage seminar and workshop schedules
- Knowledge of PMI Credentials and PDUs
- Content and Curriculum Development
- Contract and Vendor Management
- Ability to Create and Analyze Surveys and Evaluations
- Basic Budget Management Skills

Other Leadership Skills:

- Ability to Delegate Effectively
- Public Speaking/Presentation Skills
- Team Building and Mentoring Skills
- Facilitation Skills
- Time Management Skills
- Adaptability/Flexibility

Required Credentials

None Required, however PMP is preferred

Estimated Time Commitment

Minimum 50 hours per month

PDUs 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 PDUs awarded under Category "Giving Back" per CCRS Handbook.



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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)