



Project Management Institute - New York City Chapter Role Description: Vice President of Outreach

Description

The Vice President of Outreach role is a Board Member position with voting rights, reporting to the Chapter President.

The Vice President of Outreach is accountable for the success of all Outreach programs: Corporate Outreach, Community Outreach, Service Outreach and Academic Outreach. This role will have a strategic focus, to enable and lead the Directors of each program, mentor them to grow and lead their teams, and ensure their events bring value to PMI NYC Chapter.

Deliverables

Grow, strengthen and mentor teams in the program areas: Service Outreach, Corporate Outreach, Academic Outreach and Community Outreach. All Program teams shall be able to independently plan and execute events supporting the Vision, Mission and Strategic Plan of PMI NYC Chapter.

Duties

- Manage and Lead all Outreach Program Directors to ensure their programs are meeting expectations and deliver events/services to the relevant audiences, providing value to the project management profession
- Assist teams with corporate/sponsor contacts and mentor team to research and build their own relationships
- Maintain regular communication with PMI NYC Chapter's PMIEF Liaison and ensuring value to the chapter
- Contribute to the Board Members' activities/strategies over the course of the year
- Coordinate planning and scheduling of events with other PMINYC event planning teams to avoid date conflicts and, if possible, leverage speakers who have traveled to NYC.

Experience/Skillsets Needed

- Good Communication and Collaboration at the Strategic Level with the Board Members and Outreach Directors
- Experience managing projects and people
- Must have spent at least one year as a volunteer at the Program Manager or Director level within PMI NYC Chapter or another PMI Chapter
- Experience building, mentoring and maintaining project team members

Required Credentials

None Required, however PMP is preferred

Estimated Time Commitment

Minimum 20 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.

Anticipated Benefits to Volunteer



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