

<b>Volunteer Title:</b>	PM Talk Coordinator	<b>Requisition No.</b>	
<b>Department/Group:</b>	Programs	<b>Date Posted:</b>	
<b>Location:</b>	Honolulu, HI		
<b>JOB DESCRIPTION</b>			
<p>Volunteer position to plan and manage monthly Project Management Talks – a live webinar series with PDU credits. Current schedule for PM Talks in 2019 was 2<sup>nd</sup> Thursday at noon. This schedule is flexible depending on volunteer availability. Currently the PM talk is free no charge and open to public. As this changes, new requirements will be developed.</p> <p><b>DELIVERABLES</b></p> <ul style="list-style-type: none"> <li>• Assist BOD to update event details on website. Examples include Event day, time, venue, topic, speaker name and photo, synopsis, PDU detail.</li> <li>• Build course on PMI PDU system. (CCRS)</li> <li>• Batch upload PDUs for attending chapter members.</li> <li>• Work with Communications Director to upload presentations to chapter website.</li> <li>• Administer, monitor and report on feedback surveys following each PM Talk which will help inform future programming.</li> </ul> <p><b>RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Recruit monthly PM Talk presenters.</li> <li>• Work with chapter Communications, Publicity, and Social Media Directors to promote event.</li> <li>• Manage event registrations.</li> <li>• Coordinate with presenters to setup and conduct practice prior to event.</li> <li>• Conduct webinar.</li> <li>• Introduce presenter, make relevant announcements.</li> <li>• Manage event registrations and track attendees.</li> <li>• Update event on website to record attendance including adding walk-ins.</li> <li>• Reports to Programs Director or BOD in charge of event.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>Must be a PMI Honolulu, Hawaii Chapter member in good standing. Must have access to computer and internet to cover deliverables and responsibilities above. Training will be provided.</p> <p><b>PREFERRED SKILLS</b></p> <p>Proficient in using computer and internet. Knowledge of website editing a plus but not required. Knowledge and experience in podcast, webinar, virtual conferencing a plus. Strong interpersonal communication skills with solid written, verbal, and presentation skills.</p> <p><b>NUMBER OF POSITIONS</b></p> <p>1</p>			
<b>VOLUNTEER OPPORTUNITY DETAIL</b>			
<b>ESTIMATED TIME COMMITMENT</b>			
<ul style="list-style-type: none"> <li>• Monthly: 2 hours for planning each PM Talk, 2 hours for actual PM Talk date (for set up, event and post event communications).</li> </ul>			
<b>TERM OF THE VOLUNTEER OPPORTUNITY</b>			
Immediately and on-going, renewable each calendar year.			

<b>BENEFITS</b>			
<ul style="list-style-type: none"> <li>• 1 PDU per volunteer hour worked.</li> </ul>			
<b>HOW TO APPLY:</b> Send email to <a href="mailto:Membership@pmihnl.org">Membership@pmihnl.org</a> Include brief bio and description of capabilities.			
Last Updated By:	Kane Ng-Osorio, Past President	Date/Time:	November 11, 2019
Last Updated By:	Audrey Jewell, Membership	Date/Time:	November 13, 2019