

<b>Volunteer Title:</b>	<b>Event Support Volunteer</b>	<b>Requisition No.</b>	
<b>Department/Group:</b>	Varies	<b>Date Posted:</b>	October 24, 2019
<b>Location:</b>	Honolulu, HI		
<b>JOB DESCRIPTION</b>			
<p>Volunteer position to attend free chapter event to support Board of Director (BOD) in charge of event. Current free events are held most months</p> <ul style="list-style-type: none"> <li>• Breakfast Roundtable held monthly at 7am-8am on the 2<sup>nd</sup> Wednesday</li> <li>• Pau Hana Networking held monthly at 5:30pm – 7:30pm on the 4<sup>th</sup> Thursday</li> </ul> <p><b>DELIVERABLES</b></p> <p>Update event details on website. Manage and record sign-up of attendees.</p> <p><b>RESPONSIBILITIES</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 if applicable.</li> <li>• Arrive at event prior to start to set up.</li> <li>• Bring printed sign-in sheet for registered attendees and manage sign-in at event including collecting walk-in attendee information.</li> <li>• Scan sign-in and upload to shared drive.</li> <li>• Update event on website to record attendance including adding walk-ins.</li> <li>• Reports to 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 internet to edit and update website event and attendance. Training for website 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. Strong interpersonal communication skills with solid written, verbal, and presentation skills.</p> <p><b>NUMBER OF POSITIONS</b></p> <p>Typically 1 volunteer per event depending on size of event. Recruiting 1 volunteer for each event.</p>			
<b>VOLUNTEER OPPORTUNITY DETAIL</b>			
<b>ESTIMATED TIME COMMITMENT</b>			
<ul style="list-style-type: none"> <li>• Event hours plus 2 hours for pre-event set up and post-event follow up.</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> <li>• FREE attendance at event with fee.</li> </ul>			
<b>HOW TO APPLY:</b> Email <a href="mailto:Membership@pmihnl.org">Membership@pmihnl.org</a>			
Last Updated By:	Audrey Jewell, Membership	Date/Time:	October 24, 2019