

## Job Description

<b>Job Title</b>	Director of Social Media; VMM Level 3
<b>Job Type</b>	Appointed
<b>Commitment Type</b>	Appointed to a 1-year term; may be reappointed
<b>Reports To</b>	VP of Marketing
<b>Objective</b>	To monitor, post and respond to content on the PMIPPRC Social Media outlets and provide guidance to the board on strategy for Social Media.
<b>General Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>- Work with VP of Communications and VP of Marketing to post content on the PMIPPRC social media pages</li> <li>- Research new social media sites for possible expansion of PMIPPRC presence and focus</li> <li>- Post PMI appropriate material and links</li> <li>- Monitor PMIPPRC social accounts once per day</li> <li>- Monitor the PMIPPRC social for PMI PPRC TOS violations</li> <li>- Respond to queries, comments on the social outlets</li> </ul>
<b>Qualifications and Requirements</b>	<p>Need:</p> <ul style="list-style-type: none"> <li>• Must be and maintain an active PMI PPRC member in good standing</li> <li>• Good communication and reporting skills.</li> <li>• Good planning and organizational skills</li> <li>• Knowledge of social outlets features and capabilities</li> <li>• Creativity for how to reach out to the public about PMI PPRC offerings on PMI PPRC's social outlets</li> </ul>
<b>Times Needed and Place of Work</b>	<p>Monthly Board meeting/conference call  Board retreats  Director can work from home or preferred location  Daily checks on Social outlets.  Monthly Chapter Board meetings</p>
<b>Activity/Time Reporting</b>	No formal activity time reporting is required for the selected Director. It can be voluntarily submitted via completing the "volunteer" activity report, which can be found on the "volunteer" page on the website.
<b>PDU's available:</b>	<ul style="list-style-type: none"> <li>• 1 hour of volunteer service = 1 PDU</li> <li>• It is the volunteer's responsibility to track the activities performed in their volunteer role, and submit any appropriate PDUs.</li> </ul>
<b>Time Commitment</b>	Estimated at 1-3 hours / week
<b>Special Considerations</b>	None
<b>Contact Information</b>	<a href="mailto:VP_marketing@pmipprc.org">mailto:VP_marketing@pmipprc.org</a>