

Volunteer Opportunity Description

Project Management Institute Pikes Peak Regional Chapter (PMIPPRC)

Job Title	Director of Professional Development Days
Reports To	VP of Programs
Type of interaction (in person or virtual)	In Person for "day of" Professional Development Days required. May be Virtual (when available) for other planning, organizational and communication activities.
Estimated Time commitment	Estimated at 10-15 hours / month
Description or summary of position	Responsible for establishing requirements and organizing, coordinating, and managing Professional Development Days (PDD) operations.
Deliverables	Successful execution and delivery of PDD.
General Duties and Responsibilities	<ul style="list-style-type: none"> • Define and elaborate the event project plan. • Define, recruit and manage event project management staff. • Lead the event program development. • Event cost forecasting and cost control. • Identify and select PDD venue, and other vendors and service providers. • Communicate status and support requirements with PMI-PPRC Board. • Deliver a successful event. <p>The Director shall keep the VP of Programs informed of the status and readiness of planned events.</p>
Experience Qualifications and Requirements	<p>Need:</p> <ul style="list-style-type: none"> • Must be PMI PPRC member and maintain PMI PPRC membership. • Good planning, organizational and communication skills. • A PMI certification preferred but optional. • Must be a PMI PPRC member of at least one year in good standing.
Is chapter membership required?	Yes, applicant must be and remain in 'good standing' with PMI and PPRC memberships.
Number of required years as a member	(1) year of PMI PPRC membership preferred buy not required.
Desired skill sets	<ul style="list-style-type: none"> • Previous experience with event planning and execution a plus • Excellent communication and reporting skills. • Excellent planning and organizational skills. • Take charge attitude and 100% accountability.
Credential type req.	PMI certification preferred, but optional
PDUs available for award:	<ul style="list-style-type: none"> • PDU Volunteer Service • 1 hour of service = 1 PDU • Refer to PMI PDU category limits for caps and limits associated with your certification
Resume required?	Yes



Interview required?	Yes
Travel required?	Typically no travel required other than to meeting venue.
Term limit for opportunity	Appointed to a 1-year term; renewable. VMM Level: 2
Activity/Time Reporting	No formal activity time reporting is required for the selected position. It can be voluntarily submitted via completing the 'Report PDU' activity report, which can be found on the 'myPMI' page on the PMI website.
Contact Information	VP of Programs, vp_programs@pmipprc.org
Number of openings	1