



Job Description

Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

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| Job Title | Director of Web Operations |
| Job Type | Volunteer |
| Commitment Type | Ongoing - Appointments made/renewed for one calendar year at a time. |
| Reports To | VP of Communications |
| Objective | To manage the PPRC internet presence via the chapter website and through internet based social networking sites. The DWO position will require one or more subcommittees to be established to fulfill the responsibilities of the position |
| General Duties and Responsibilities | <p>Work with web content subcommittees and/or volunteers to ensure consistent and relevant content as it pertains to PPRC</p> <ul style="list-style-type: none"> ○ Form and manage subcommittees as needed to support PMI PPRC website management and social media content <ul style="list-style-type: none"> • Job board administration • Additional as identified ○ Coordinate and direct efforts for Social Media (Linked-in, Facebook and Twitter) volunteers ○ Coordinate deployment of new menu options, pages, sections and content with the Chapter President and Board of Directors ○ Work with Director of Marketing to deploy sponsor icons/banners/advertising on PMI PPRC website ○ Conduct periodic review of website content currency and consistency <p>Provide assistance to authorized members in updating website content</p> <ul style="list-style-type: none"> ○ Assist authorized members in performing website content updates (events, advertisements, job board, etc) ○ Research and respond to website issue reports ○ Respond to questions regarding the website ○ Assist Job Board Coordinator with monitoring job board postings (approving/disapproving) <p>Develop procedures and policies as needed in support of consistent and continued site management</p> <ul style="list-style-type: none"> ○ Train back up volunteers and distribute the work among them so that they can gain fluency with the new web site. We need at least one back up so that we can respond quickly if the web master is not available. ○ Coordinate compliance with federal law pertaining to public web sites (Federal Disabilities Act, Section 508) ○ Verification of new web site functionality <p>Attend monthly BOD meetings</p> <ul style="list-style-type: none"> ○ Report on responsible areas ○ Report on proposed functional and or content enhancements ○ Report site statistics |



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| Qualifications and Requirements | <p>Need:</p> <ul style="list-style-type: none"> • Must be a PMI PPRC member • Good communication and reporting skills. • Creativity for how to reach out to the public about PPRC offerings. <p>Preferred / Desired:</p> <ul style="list-style-type: none"> • Familiarity with internet based social networking tools. |
| Times Needed and Place of Work | <p>Mostly from home with updates to the website as applicable via the PMI PPRC website system administration tools.</p> |
| Activity/Time Reporting | <p>It is the volunteer's responsibility to track the activities performed in their volunteer role. Reporting is done via completing the "volunteer" activity report, which can be found on the "volunteer" page on the website.</p> |
| PDUs available: | <ul style="list-style-type: none"> • 1 hours = 1 PDU |
| Time Commitment | <p>Estimated at 5-15 hours / month</p> |
| Special Considerations | <p>none</p> |
| Contact Information | <p>VP_Communications@pmipprc.org or President@pmipprc.org,</p> |