

Volunteer Opportunity Description

Project Management Institute Pikes Peak Regional Chapter (PMIPPRC)

Job Title	New Member Ambassadors
Reports To	VP of Membership, Director of Member Services
Type of interaction (in person or virtual)	In Person, Email, Phone (when available)
Estimated Time commitment	2 hrs per month
Description or summary of position	An Ambassador serves as the initial chapter contact for new members at chapter meetings. Their primary role is to help assist in finding an open chair, and answer questions. A secondary role is to answer guest and existing member questions.
Deliverables	As appropriate to ' General Duties and Responsibilities '
General Duties and Responsibilities	<ul style="list-style-type: none"> • Promote the value of PMI and chapter membership • Answer general membership inquiries; respond to member/non-member information inquiries and others for assistance • Support monthly chapter meetings • Support other chapter events, as requested • Become familiar with PMI PPRC policies, leadership, and event procedures • Work with Director of Member Services and Member Orientation Coordinator to assess member needs • Coordinate with Director of Members Services and Member Orientation Coordinator regarding new members attending meetings, • Engage with the new members to provide networking
Experience Qualifications and Requirements	<p>Need:</p> <ul style="list-style-type: none"> • Must be a PMI PPRC member in good standing • Good communication skills • Knowledgeable on PMI and PPRC
Is chapter membership required?	Yes
Number of required years as a member	1 preferred
Desired skill sets	<ul style="list-style-type: none"> • Friendly, customer service oriented • Excellent interpersonal skills • Excellent communication skills
Credential type req.	None. PMI certification preferred.
PDU's available for award:	<p>Volunteer Service:</p> <ul style="list-style-type: none"> • PDU category: E • 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?	Local travel for chapter meetings
Term limit for opportunity	Appointed to a 1-year term; renewable. VMM Level: 1
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 Membership, vp_membership@pmipprc.org
Number of openings	5