

## Volunteer Opportunity Description

### Project Management Institute Pikes Peak Regional Chapter (PMIPPRC)

<b>Job Title</b>	Graphic Designer/Production Artist
<b>Reports To</b>	VP of Marketing
<b>Type of interaction (in person or virtual)</b>	In Person and Virtual (when available)
<b>Estimated Time commitment</b>	Varies between 5-15 hours / month
<b>Description or summary of position</b>	Support the chapter needs through graphic support and content design
<b>Deliverables</b>	Layout and design for chapter marketing efforts and web support
<b>General Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Design clear, engaging graphic communications for print or digital applications including but not limited to; direct mail, posters, flyers, web and social media graphics</li> <li>• Work closely with VP of Marketing and VP of Communications to design content for promotional purposes</li> <li>• Attend occasional board meetings as needed</li> <li>• Collaborate with other Directors and Vice Presidents to address all design and production needs</li> </ul>
<b>Experience Qualifications and Requirements</b>	<p>Need:</p> <ul style="list-style-type: none"> <li>• Must be and maintain PMI PPRC membership</li> <li>• Experience in Graphic Design or equivalent combination of education and experience</li> <li>• Ability to work independently and in a team meeting while meeting set deadlines</li> <li>• Strong attention to detail, good communication and organizational skills</li> <li>• Ability to balance aesthetic and production considerations while executing with a high level of creativity</li> <li>• Keeps abreast of current trends in same field by conducting the necessary researches</li> <li>• Preferred/Desired: Proficiency in design software with similar functionality as Adobe Suite, Illustrator, InDesign, and Photoshop is preferred</li> </ul>
<b>Is chapter membership required?</b>	Yes
<b>Number of required years as a member</b>	0
<b>Desired skill sets</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Excellent communication skills</li> <li>• Good facilitation / training skills</li> </ul>
<b>Credential type req.</b>	No credentials required

<b>PDU available for award:</b>	<p>Volunteer Service:</p> <ul style="list-style-type: none"> <li>• PDU category: E</li> <li>• 1 hour of service = 1 PDU</li> <li>• Refer to PMI PDU category limits for caps and limits associated with your certification</li> </ul>
<b>Resume required?</b>	Yes – to include a small portfolio of previous work
<b>Interview required?</b>	Yes
<b>Travel required?</b>	No
<b>Term limit for opportunity</b>	Appointed to a 1-year term; renewable.
<b>Activity/Time Reporting</b>	No formal activity time reporting is required for the selected Director. It can be voluntarily submitted via completing the 'Report PDU' activity report, which can be found on the 'myPMI' page on the PMI website.
<b>Contact Information</b>	dir_volunteers@pmipprc.org
<b>Number of openings</b>	1