

## Volunteer Opportunity Description

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

<b>Job Title</b>	Registered Corporate Coordinator (VMM Level: 1)
<b>Reports To</b>	Director of Corporate Outreach
<b>Type of interaction (in person or virtual)</b>	In Person and Virtual (when available)
<b>Estimated Time commitment</b>	Varys between 1-2 hours / month
<b>Description or summary of position</b>	Manage and maintain relationship and provide value proposition to applicable company and PPRC
<b>Deliverables</b>	New Member Orientation program (plan, templates, deliverables) and schedule of orientations
<b>General Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend quarterly PPRC Corporate Outreach meetings</li> <li>• Promote relationship between PPRC and RCC's company and affiliates, as opportunity presents itself</li> <li>• Provide or present information about PPRC events and membership to company staff through appropriate company avenues</li> <li>• Support the recruitment of PMI and PPRC members within member's company</li> <li>• Engage company recruiting leads or Human Resources staff to leverage PPRC members as a potential candidate source for their staffing needs</li> <li>• Hold quarterly Brown Bag round-table and presentations on PMI and PPRC</li> <li>• A willingness to bring new ideas for RCC program expansion</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>• Good communication and reporting skills</li> <li>• Good understanding of employer's business processes</li> <li>• Familiarity with the value that PPRC provides Project Management Professionals and the companies that employ them</li> <li>• A willingness to bring new ideas for RCC program expansion</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>	PMP preferred or other PMI certification, but is optional
<b>PDU's 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
<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>	<a href="mailto:Dir_corporateoutreach@pmipprc.org">Dir_corporateoutreach@pmipprc.org</a> or <a href="mailto:VP_marketing@pmipprc.org">VP_marketing@pmipprc.org</a>
<b>Number of openings</b>	20