



Project Management Institute Portland Chapter

Volunteer Job Description

JOB TITLE	Annual Conference Director - Managing Projects, Programs, & Portfolios Conference
JOB DESCRIPTION	Job Overview This volunteer is responsible for working with the Annual Conference Executive Sponsor (core team) to manage the conference project, individually or through oversight of conference team. Job Details <ul style="list-style-type: none">• Work with Annual Conference Executive Sponsor (core team) in managing the conference project• Schedule and facilitate status meetings with project managers and ad hoc teams as needed• Coordinate site on the day of event and oversee breakout session coordinators• Ensure team leads update Trello board tasks and attend weekly conference committee meetings to verbally report to the conference committee team• Compile site plan (conference layout, speaker room set-up, breakout set-ups, vendor area, etc.)• Review final room layouts with core team• Create day-of-event checklist for session coordinators• Prepare volunteer assignment list for room preparation and equipment set-up• Obtain speaker introduction scripts from Speaker Lead and distribute to appropriate session coordinators at least one week before the day of event• Hold onsite meeting with session coordinators for overview of room location and Q/A of job duties and expectations• Obtain all contact info of key on-site volunteers from Volunteer Lead and distribute this information to session coordinators• Arrive early day of conference to review setup and session task assignments<ul style="list-style-type: none">o Confirm all rooms are ready for dayo Distribute room preparation and equipment set-up assignment lists to Onsite session coordinator volunteerso Distribute equipment to appropriate individuals/meeting rooms and ensure all items are returnedo Ensure set-up completed according to site plano Work with session coordinators to pre-test all equipment (audio visual, etc.)• Obtain parking passes from venue and deliver to registration desk/volunteers• Direct people traffic (sponsors, volunteers, speakers, conference members)<ul style="list-style-type: none">o Review session locations and direct session participants as needed

- Ensure session coordinators have necessary resources for their track throughout the day
- Coordinate close out items (cleanup, other items as needed)
 - o Obtain checklists from Annual Conference Product Owner
 - o Ensure all checklist items are completed prior to leaving event
 - o Deliver completed checklists to Product Owner
 - o Ensure all venue equipment returned to venue, rental equipment returned to owner and Chapter equipment returned to Chapter storage
 - o Ensure all session/speaker evaluation forms delivered to Customer Experience Lead
- Determine and lead meetings with session coordinators as appropriate
- Ensure project schedule reflects work effort of team and provide updates to core team as appropriate
- Report team volunteer hours to core team
- Attend daily, weekly and other project meetings as called by the core team
- Maintain ongoing log of Lessons Learned and participate in the Lessons Learned session after the Conference.

Required Skills/Qualifications

- Good interpersonal communication and prioritization skills.
- Ability to see the big picture and organize the details.
- Ability to respond quickly and remain calm in chaotic situations.
- Ability to work effectively with other internal teams and manage a team of volunteers.
- Proficiency at Microsoft Office applications.

Career Benefits

This position networks with the PMI local community at large and provides the opportunity to build your professional network. Through this position you will be adding the following professional skills to your resume: team management; material development; event planning and coordination; speaker, sponsor and venue coordination skills. You will be attending the Annual Conference for FREE.

TIME COMMITMENT

Job Duration 2 years
Estimated Hrs/Week Varies; may exceed 10 hours per week, except for the week of the conference, when it may exceed 10 hours per day.

The AC Director should expect to attend (via phone or video conferencing or in person) **at least** 1 meeting each week from January – September plus additional meetings and planning time as needed, especially during the final 6-8 weeks prior to the convention. The AC Director will be on-site for the duration of the actual conference.

CHAPTER INFO

PMI Portland Chapter membership required? (Asst Dir and above) Yes
PMI certification required? No **Which certification?** (Fill in here)
Portfolio Professional Development
Division/Team : **Annual Conference**

	Team Leader's Name Ashish Gupta Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership
PDU s	1 PDU per volunteer hour worked. See PMI.org CCRS information for details.
TO APPLY	Go to https://vrms.pmi.org , use Search Term (8899)
QUESTIONS?	Hiring Manager Name Ashish Gupta , Jimmy Godard Title VP Professional Development / President Email vp_prof_devel@pmi-portland.org , president@pmi-portland.org