



Volunteer Job Description

JOB TITLE	Web Admin
JOB DESCRIPTION	<p>Job Overview</p> <p>One of several positions that supports the mission and activities of the Chapter by managing and updating various technology tools, such as the website, database, forums, registration system, email systems, etc. Interacts closely with Chapter leadership, staff, members, non-members. Work in a dynamic, matrixed organization, under the direction of the paid webmaster, and under the umbrella of the VP of Operations.</p> <p>Job Details</p> <ul style="list-style-type: none">• Learn and understand Chapter computing, database and information infrastructure.• Learn and understand Chapter processes, in order to best support them with our systems.• Take responsibility for specific systems and/or processes, TBD based on need, skills and interest. For example, “own” the Annual Conference web presence, the Chapter volunteer process, or the survey tools.• Proactively make suggestions for improvement in process, content and/or tools.• Provide vacation and overflow backup for webmaster duties and for other Web Admins..• Provide technical support to end-users and to staff.• Interact with all levels of the organization: Board, directors, volunteers, members and non-members.• Attend Team meetings and complete required status reporting.• Participate in additional projects as mutually agreed upon. <p>Required Skills/Qualifications</p> <ul style="list-style-type: none">• A long-term commitment is required; there is a great deal of training and responsibility associated with this position.• The ideal candidate...<ul style="list-style-type: none">○ Is a highly reliable, self-starter who takes initiative.○ Has a Customer Service approach to problem-solving.○ Works happily in a team environment. Can work effectively with other internal Chapter volunteers at all levels, and with external customers.○ Is very detail oriented and highly organized.○ Is willing and able to monitor email and resolve issues daily.○ Has excellent written and verbal communication skills.• MS Office and graphics skills.• Understanding of Database concepts.• Web and system experience.• Joomla (or other open source CMS) and HTML exposure.• Chapter membership is required. <p>Desired Skills/Qualifications</p> <ul style="list-style-type: none">• Understanding of PMI Portland Chapter activities, leadership, membership, and programs.• Experience working in an all-volunteer organization.• Web and system experience.• Joomla and HTML expertise.• Trello Experience.



Project Management Institute Portland Chapter

	<p>Career Benefits</p> <p>You will network with the PMI local community at large and have the opportunity to build your professional network. You will develop organizational and people management skills. You may acquire new system skills. You may attend some events at a reduced price and will also earn PDUs.</p>
TIME COMMITMENT	<p>Job Duration 2 years minimum</p> <p>Estimated Hrs/Week 2 – 5 hours/week. This may vary based on projects assigned and need, but only with the volunteer’s agreement.</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) Yes (Director level)</p> <p>PMI certification required? (No) Which certification?</p> <p>Portfolio Operations</p> <p>Division/Team Web Team</p> <p>Team Leader’s Name Jani Hansen, Webmaster</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDUs	<p>1 PDU per volunteer hour worked. See PMI.org CCRS information for details.</p>
TO APPLY	<p>Go to https://vrms.pmi.org, use Search Term (9155)</p>
QUESTIONS?	<p>Hiring Manager Name Stephen Wilks</p> <p>Title President Elect</p> <p>Email presidentelect@pmi-portland.org</p>