



## Volunteer Job Description

<b>JOB TITLE</b>	<b>Social Media Manager, Marketing Portfolio</b>
<b>JOB DESCRIPTION</b>	<p><b>Job Overview</b></p> <p>Serves as an integral member of the Marketing team, manages social media communities by posting content, auditing analytics, answering questions and communicating with membership.</p> <p><b>Job Details</b></p> <p>The Social Media Manager creates a Chapter presence on Facebook, Twitter, LinkedIn, and other social media services, and uses these venues to promote Chapter events and services. The Manager also supports the Chapter brand visually and in writing.</p> <p>Works with the Editorial Team to produce appropriate copy, the Photographer for photos, and with the Communications Manager for appropriate graphics. Reports to the Public Relations Director.</p> <p>Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.</p> <p><b>Required Skills/Qualifications</b></p> <p>Role Specific Skills:</p> <ul style="list-style-type: none"> <li>• Ability to interact well with others</li> <li>• Ability to work independently</li> <li>• Must possess or acquire a thorough understanding of services offered by the Chapter</li> <li>• Must have the ability to work under pressure and at a fast pace on multiple projects, with the ability to write on project management topics, whether creating from little to no existing material or editing existing material</li> <li>• Uses of social media networks such as Facebook, Twitter, LinkedIn, and Google+</li> <li>• Experience working with graphics</li> <li>• Strong communication skills and able to relay information well in both written and verbal form</li> <li>• Able to manage priorities, deadlines, and tasks in order to meet deadlines and accomplish goals</li> <li>• Good interpersonal interaction and able to work well with others.</li> </ul> <p>Required Skills/Qualifications:</p> <ul style="list-style-type: none"> <li>• Good conflict resolution and negotiation skills are required.</li> <li>• Excellent writing skills, team building and active listening skills are critical for this position.</li> <li>• A strong desire to make a difference in the PMI community is essential.</li> <li>• Active membership in-good-standing in both PMI-Portland and PMI Global is required.</li> <li>• CAPM/ACP/PMP certification is preferred.</li> </ul> <p><b>Career Benefits</b></p> <p>This position networks with all Portfolios, the PMI local community at large and provides the opportunity to build your professional network. Volunteer jobs within the Marketing Portfolio are designed to be manageable, and to fit with the busy time schedules of working professionals. Therefore, the Social Media Manager is encouraged to recruit additional volunteer assistance and develop a Social Media team for the Chapter.</p>



## Project Management Institute Portland Chapter

<b>TIME COMMITMENT</b>	<b>Job Duration</b> 2 years <b>Estimated Hrs/Week</b> 2-6 hrs per week
<b>CHAPTER INFO</b>	<b>PMI Portland Chapter membership required? (Asst Dir and above)</b> (Yes or No) <b>PMI certification required?</b> No <b>Which certification?</b> (Fill in here) <b>Portfolio</b> Marketing <b>Division/Team</b> Marketing <b>Team Leader's Name</b> : Lokesh Aggarwal <b>Chapter Leadership webpage</b> - <a href="http://pmi-portland.org/about-us/leadership">http://pmi-portland.org/about-us/leadership</a>
<b>PDU's</b>	1 PDU per volunteer hour worked. See <a href="http://pmi.org/ccrs">PMI.org CCRS</a> information for details.
<b>TO APPLY</b>	Go to <a href="https://vrms.pmi.org">https://vrms.pmi.org</a> , use Search Term ( 7421)
<b>QUESTIONS?</b>	<b>Hiring Manager Name</b> : Lokesh Aggarwal <b>Title</b> VP Marketing <b>Email</b> <a href="mailto:vp_marketing@pmi-portland.org">vp_marketing@pmi-portland.org</a>