



MEMBER ADVOCATE PROGRAM VOLUNTEER

Department
Membership

Team
Member Advocates

Description

The Advocates team serves as an in-person focal point at PMINYC-sponsored events, such as Chapter and Career Development Network (CDN) meetings. As an Advocate, you are serve as the client-facing front office for our members and guests in a variety of ways, including:

- Answer member inquiries
- Provide personal engagement to address member concerns
- Publicize Chapter events
- Evangelize for PMI and the Chapter
- Encourage members to volunteer for the Chapter, including sign-up
- Resource direction in many dimensions
- Resource for other teams, depending upon the needs of those teams.

Type of interaction

In-Person and Virtual

Estimated time commitment

2 - 4 hours per month (each meeting lasting approximately 2 hours)

Deliverables

- The main deliverable is participation and providing great customer service!
- You should be (or become) familiar with Chapter leadership and team (in order to guide prospective volunteers to their areas of interest)
- You should be (or become) familiar with the PMINYC Chapter web site as well as other PMI resources
- You should be available to attend most, if not all Chapter and CDN meetings (approximately 1 per month, each).

Duties

This role requires you to attend meetings in New York City. Generally, Chapter meetings take place on the 3rd Wed of a month, from 5:30-8 pm. We do not meet in Jul and Aug. CDN meeting dates/times may vary but mostly take place after normal business hours.

Prerequisites

Is membership required?

Yes

Number of years as a member

0

Desired skill sets

- Friendly personality (willing to engage and speak with people)

Experience

- Customer service focus

- Resourceful (able to research and prepare to answer general PMI-related questions)

Credential(s) and number of years required

N/A

Additional Information

Amount of travel required

PMINYC meetings take place in New York City. The only travel required is that which will take you to the meeting location.

PDU's

Volunteers can claim 1 PDU per 1 volunteer hour in the Giving Back to the Profession Category up to the maximum of 25 PDUs in a three year cycle.

Please refer to the continuing Certification Requirements handbook for details about earning and reporting PDUs and much more.

Resume required?

Yes

Interview required?

Yes

Volunteer may hold other roles while concurrently serving in this role

Yes

Term limit for role

None

Start date of opportunity (mm/dd/yyyy)

Immediately

End date of opportunity (mm/dd/yyyy)

N/A

Opportunity Type

Rolling

Coordinator name or Volunteer Engagement Liaison (VEL)

Name: Bernard Kahn

E-mail: bernie.kahn@pminyc.org

Chapter/Global Headquarters (GHQ):

New York City Chapter

Subregion

Northern America

Country

United States

State/Province

NY

**Limit applications to local
volunteers only?**

No