VOLUNTEER INFORMATION LINKAGES SYSTEM (VITALS) COORDINATOR

Department
Membership

Team
Volunteer Relations

Description
The volunteer will be responsible to assist with on-boarding and off-boarding of volunteers. The ideal volunteer will be experienced in Excel vlookup and other Excel advanced functions, will have good work ethic, willing to learn, and a critical thinker. The knowledge of google cloud tools is a plus. Excellent written and verbal communication skills. The volunteer will assist in maintaining the volunteer datasheets, coordinate via email with other volunteer members of the volunteer relations team, and attend monthly meetings. The volunteer will take direction from the team leader.

Type of interaction
Virtual

Estimated time commitment
2+ hours monthly

Deliverables
The volunteer will use his or her Excel knowledge to maintain the volunteer datasheets, and group information in Dark Rhino.

Duties
The volunteer will assist in maintaining the volunteer datasheets, co ordinate via email with other volunteer members of the Volunteer Relations Team, and attend monthly meetings. The volunteer will take direction from the team leader and document when appropriate.

Experience
Prior experience in using Excel functions and advanced functions such as vlookups, google cloud tools and google sheets knowledge is a plus. Creating visuals and reports in excel or google sheets experience is a must. Data management experience and process experience is required. Experienced in managing small projects.

Prerequisites

Is membership required?
Yes

Number of years as a member
1

Desired skill sets
Excel advanced functions knowledge
PMP or Agile methodology
Critical thinking
Excellent written and verbal communication skills

Credential(s) and number of years required
PMP® In Good Standing for 1 year

Education and training
Any certification or diploma or degree relating to data management. Advanced degree not required.
PMP, or Agile methodology, and QA

Limit applications to local volunteers only?
No

Estimated time commitment
2+ hours monthly

Additional Information

PDUs
The hours worked as volunteer in this role may be self-reported to PMI for obtaining PDU.

Resume required?
Yes

Interview required?
Yes

Travel required?
No

Volunteer may hold other roles while concurrently serving in this role
Yes

Term limit for role
N/A

Start date of opportunity (mm/dd/yyyy)
Immediately

End date of opportunity (mm/dd/yyyy)
NA

Opportunity Type
Rolling
Opportunity Status
Active

Opportunity create date
03/28/2022

Application close date
NA

Search keyword
Administrative

Number of openings
1

Coordinator name or Volunteer Engagement Liaison (VEL)
Name: Jim Litsas
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Chapter/Global Headquarters (GHQ):
New York City Chapter

Subregion
Northern America

Country
United States

State/Province
NY