



VOLUNTEER RESOURCE MANAGEMENT SYSTEM (VRMS) COORDINATOR

Department

Membership

Team

Volunteer Relations

Description

The VRMS Administrator helps post and monitor Volunteer Opportunities in VRMS (vrms.pmi.org). Reports to the Director of Volunteer Relations.

When a prospective volunteer applies in VRMS, a notification email is sent directly to the team lead [VRMS Volunteer Engagement Liaison (VEL)/Coordinator] assigned and to any Reviewers assigned to the opportunity in VRMS.

Type of interaction

Virtual

Estimated time commitment

2+ hours monthly

Deliverables

Managing prospective volunteer applications, ensuring fit that matches skill sets and member goals.

Duties

Liaising between chapter leaders and the VRMS system to assist with creation and maintenance of volunteering opportunities.

Assist with volunteer Onboarding, Offboarding, and Updating form submissions.

Experience

Organizational skills related to organizing multiple departments.

Customer service-related experience a plus.

Prerequisites

Is membership required?

Yes

Number of years as a member

1

Desired skill sets

PMP or Agile methodology
Critical thinking
Excellent written and verbal communication skills

Credential(s) and number of years required

Member in good standing for 1 year

Limit applications to local volunteers only?

No

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

Yes, as time permits

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

Opportunity Status

Active

Opportunity create date

3/28/22

Opportunity update date

N/A

Application close date

N/A

Search keyword

Administrative

Number of openings

2