

Project Management Institute New York City Chapter

Director of Communications

The PMINYC Marketing & Communications team serves as the voice of the organization and its mission & vision. We position the chapter for success by developing a brand identity that establishes a consistent presence in the community where we can make a positive impact. We'd love to connect with you and to join together in our work driving the growth of our organization as well as promoting visibility, awareness, and engagement in our membership.

Position Description

The role of a Communications Director is to set the tone for messaging and portray an organization's values. They are responsible for establishing relationships with media outlets, developing strategic marketing plans and handling public relations issues that arise internally or externally. Communications Directors have strong writing skills, communications abilities, and team-working qualities. In addition, they will work with different departments to ensure the organization's messaging is consistent. This role supports the Vice President of Marketing.

Responsibilities

Primary responsibilities include:

- Leading a staff and directing the creation and publication of newsletters, email blasts, and other email campaigns
- Strategizes how emails fit into the overall campaign architecture
- Writes and edits copy for the PMINYC website, and possibly blogs and podcasts.
- May serve as a Public Relations manager addressing crisis planning and quality control.

Reporting & Communications Structure

This position reports to the Vice President of Marketing.

Skills & Experience Required

- Open to being trained in new skills.
- Exposure to project management experience at a managerial, executive level.
- Ability to network and initiate conversations with executive/senior management with a view to promoting the New York City Chapter of the Project Management Institute.
- Excellent communication and organizational skills.
- Ability to be a team contributor, tenacious, responsive and be open and accessible, as necessary.



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Commitment Required

- One hour per week.
- Participate in regular bi-weekly team meetings as well as planning sessions required for special projects.
- Attend Chapter meetings and other PMINYC leadership training and functions.

Anticipated Benefits to Volunteer

- Earn PDUs (1 PDU per hour served, - Giving Back Category)
- Build leadership skills and strong networking relationships
- Produce documentable career-enhancing achievements

Contact for Further Information

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