



Project Management Institute New York City Chapter

Director, Academic Outreach

PMINYC Outreach serves as the ambassador for project management to New York City metro area organizations and global communities. We promote awareness and adoption of project management in everyday life across all professions.

Position Description

The Academic Outreach Director provides oversight and mentorship for Academic outreach efforts for PMINYC Chapter throughout New York City academic institutions. Potential educational partners include colleges and universities, as well as undergraduate, graduate, executive and continuing education programs. Other partnership opportunities include vocational schools with the support of resources from PMIEF.

This role works with the V.P. Outreach with Academic outreach strategic direction and supports Academic Outreach team and leadership team with activities that promote project management in academic settings. This role also collaborates with Outreach Directors and Academic Outreach Program Managers to achieve the overall outreach goals

Program Goals

Academic Outreach team represents the PMINYC to the NY city academic community: Universities, Vocational School, High Schools, Middle School and Elementary School organizations.

Responsibilities

Primary responsibilities include:

- Provide leadership for Academic outreach events and lead the Program Managers in these areas.
- Provide open communications to Outreach VP, Outreach Program Managers and Marketing
- Work with chapter leadership to promote PMINYC and outreach
- Contribute to a knowledge base for presentations, templates, images, etc. that can be referenced and repurposed for all Outreach programs. Archive documents to Outreach repository.
- Maintain and initiate relationships with academic partners, Public Sector Organizations
- Explore opportunities for community outreach partners to make presentations at PMINYC Chapter meetings.

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Reporting & Communications Structure

This position reports to the VP of Outreach.

Skills & Experience Required

- Significant Program Management experience at a managerial/executive level.
- Enthusiasm for lifelong learning and activities
- Strong communication and organizational skills.
- Software and computer skills: Word, PowerPoint, Google tools (Mail, Drive, Docs, Calendar).
- Willingness to coach and mentor Outreach volunteers and be coached and mentored
- Ability to be a team contributor, and to be persistent, responsive, open and accessible, as necessary.
- Effective negotiation and conflict management skills.
- Understand the needs and interests of academic stakeholders as well as PMINYC members and prospective new members.

Commitment Required

- Invest 10 to 15 hours per month, on a flexible consistent basis.
- Participate in regular Outreach meetings as well as planning sessions required for special projects.
- Manage Academic Outreach events independently and responsibly
- Attend Chapter meetings and other PMINYC leadership training and functions.

Anticipated Benefits to Volunteer

- Earn PDU's.
- Build leadership skills and strong networking relationships.
- Produce documentable career-enhancing achievements.

Contact for Further Information

- Diane Chan, VP Outreach – diane.chan@pminyc.org