



Project Management Institute New York City Chapter

Program Manager, Project Management Day Of Service Outreach

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

Position Description

The Project Management Day of Service (PMDoS) Program Manager is part of the Community Service Outreach team. The PMDoS directs overall Community efforts in order to maximize member value, promote the organization, and bring awareness of the Project Management Institute throughout New York City. This Outreach role works closely with the Director of Community Service, Vice President of Outreach, President of PMINYC, Leadership and other Program Managers and Volunteers. The Program Manager will design and organize community or neighborhood events and workshops that promote PMINYC. Additionally, will represent PMINYC to various organizations such as non-profits, charities, schools, universities, libraries, and community leaders as needed to further expand the awareness of the Outreach mission by being the liaison between PMINYC and other organizations within the community.

Program Goals

Outreach Program Manager represents PMINYC to New York area communities and non-profit organizations in order to develop partnerships and expand the practice of project management. S/he leads the Community Service Outreach team through events and projects from inception to closure. The Program Manager researches, advises and recommends participation in creative and innovative events and workshops for new and old ones. All tactical, logistical and budgetary details associated with participation in these programs and events are organized and overseen by the PMDoS Outreach Program Manager, working closely with the Director of Outreach..

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Responsibilities

Primary responsibilities include:

- Collaborate with key internal and external stakeholders to research, develop and implement a range of innovative, creative events and targeted community outreach strategies that support PMINYC's mission.
- Develop approved project plans for community events, obtaining needed information from various sources. Revise and manage the plan as required. (All strategic plan and budget spending must be approved by the VP of Outreach.)
- Introduce PMI, PMINYC and project management concepts, PMI certifications or provide pro-bono services on an as needed basis to the public sector organizations to make positive impacts.
- Strategically plan and develop partnership with NGOs and Government Agencies, jointly assess the project management needs at all levels.
- Collaborate with partners to design and host service outreach initiatives relating to project management methodologies, discipline and best practices.
- Support aspiring or experienced project managers with volunteering opportunities from public sector organizations.
- Recruit executives and senior project/program managers to participate in PMINYC events as presenters or mentors.
- Speak on behalf of PMINYC and provide professional representation of PMINYC at a variety of events and conferences.
- Manage community outreach volunteers and foster a collaborative plan in organizing events for the year.
- Oversee the coordination of community event execution from inception to completion, including site-sourcing, budgeting, scheduling, event logistics, pre-event prep, on-site support, and event close-out.
- Collaborate with the volunteer networks that ensure the successful development and delivery of community outreach programs and their effective promotion to a wide audience
- Provide expert advice, guidelines and support to PMINYC leadership and volunteers to ensure consistent delivery of outreach programs.
- Deliver information sessions to staff on key outreach strategies, develop outreach tools and liaise with the other outreach program teams to identify better activities.
- Regularly monitor PMINYC community outreach activities, evaluate impact and provide analysis and advice that contributes to ongoing program development.
- Guide, mentor, assign responsibilities and set milestones for volunteers in order to execute successful events and achieve a consistent vision.
- Conduct monthly and weekly meetings when needed.
- Document lessons learned.
- Create reports for VP of Outreach.

Reporting & Communications Structure

This position reports to the Director of Community Service, who reports to the VP of Outreach.

Skills Required

- Associate's degree required; bachelor's degree preferred.
- 2-3 years of events planning or related experience.
- Involvement in or overall knowledge of community issues.
- Strong communication, especially public speaking, and organizational skills.
- Knowledge of public relation and communication matters.
- Willingness and ability to represent PMINYC professionally at a variety of events including on weekends.

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- Excellent computer skills including Microsoft Office Professional Suite, Google Drive and databases.
- Excellent customer service skills.
- Demonstrated experience with planning and managing budgets.
- Excellent interpersonal, problem solving and time management skills, with the ability to manage multiple and shifting priorities and projects.
- Ability to work independently and as a team player.
- Familiarity with negotiating and understanding contracts.
- Understand the needs and interests of current members and prospective new members.

Commitment Required

- Invest 10 - 20 hours per month, on a flexible consistent basis.
- Organize planning meetings for Community Outreach as required for special projects.
- Attend Outreach events in addition to Chapter meetings and other PMINYC functions, in order to meet with chapter members.

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