

Project Management Institute New York City Chapter

Program Manager, Corporate Events

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 Corporate Events Program Manager develops Corporate Outreach initiatives for PMINYC Chapter throughout New York City corporations. Potential corporate partners include investment banks, mid to large sized companies as well as startups that will greatly benefit from the project management knowledge, standards, discipline and best practices from the Project Management Institute (PMI).

This role supports the Program Manager of Corporate Events with activities that promote project management in corporate settings and connect local corporate partners with PMINYC. S/he sets the tone and standards in order to present a professional, polished image to New York City area corporations.

Program Goals

As part of the Outreach team, the Corporate Events program manager represents PMINYC to New York City area corporations in order to develop partnerships and expand the practice of project management that will add value and benefit the participating organizations and their members. Below are examples of corporate outreach services and approaches:

- Develop partnerships with corporations in the New York City area in order to encourage knowledge exchange and experience sharing on project management topics.
- Coordinates with corporate partners to host initiatives such as project management (PM) speed mentoring, lunch-and-learn, PM career workshop or PM awareness events for their employees, interns, managers and PMINYC members to learn and gain experiences relating to project management methodologies, discipline and best practices.
- Support practicing project managers with peer-to-peer connecting opportunities.
- Encourage corporate partners to post employment opportunities with PMINYC for free.
- Encourage corporate employees, managers and executives to attend PMINYC Chapter Meetings and other events.
- Encourage corporate employees, managers and executives to join PMI and PMINYC by publicizing membership benefits, resources and educational or career opportunities to further advance the project management profession.
- Recruit executives and senior project/program managers at corporate partners to participate in PMINYC events as presenters or mentors.

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Responsibilities

Primary responsibilities include:

- May initiate relationships with corporate partners to create events.
- Maintain relationships with corporate partners to create events.
- Initiate and manage Outreach events for corporations in conjunction with their PMI contacts.
- Collaborate with corporate partners on project management presentations and career development for their employees and our Chapter members.
- Provide open communications to Outreach leadership with timely and up-to-date information and status.
- Contribute to a knowledge base for presentations, templates, images, etc. that can be referenced and repurposed for Corporate Outreach programs. Archive documents to Outreach repository.
- Explore opportunities for corporate partners to make presentations at PMINYC Chapter or Chapter meetings or hosting project management events.
- Undertake additional responsibilities for Corporate Outreach as appropriate.

Reporting & Communications Structure

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

Skills & Experience Required

- Experienced in leading or highly active in a PMO
- Significant project management experience at a managerial/executive level.
- Ability to network and initiate conversations with executive/senior management with a view to promoting Project Management as a discipline.
- Strong communication and organizational skills.
- Software and computer skills: Google Suite & Microsoft Suite
- 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 corporate stakeholders as well as PMINYC members and prospective new members.

Commitment Required

- Invest 10 - 20 hours per month, on a flexible consistent basis.
- Participate in regular Outreach 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 PDU's



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- Build leadership skills and strong networking relationships
- Produce documentable career-enhancing achievements

Contact for Further Information

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