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## Volunteer – PDD / Symposia – Sponsorship Team

Applications can not be submitted by Coordinators or Reviewers of an opportunity. Please contact [volunteer@pmi.org](mailto:volunteer@pmi.org) if you are the Coordinator and need this opportunity reassigned. If you are a Reviewer, please contact the Coordinator directly if you would like your viewing rights removed.

### Opportunity Details: 30418

**Department**  
Chapters

**PMI region or locale**  
Northern America

**Coordinator name or Volunteer Engagement Liaison (VEL)**

**Name:** Sheryl Chuang

**E-mail:** [fred.stein@pminyc.org](mailto:fred.stein@pminyc.org)

**Chapter/Global Headquarters (GHQ):**  
New York City Chapter

**Subregion**  
Northern America

**Country**  
United States

**State/Province**  
NY

**Limit applications to local volunteers only?**  
No

**Volunteer job category**  
Chapters

**Type of interaction**  
In-Person and Virtual

#### Estimated time commitment

- Commit to holding the position for no less than 1 full PDD / Symposia cycle.
- Minimum of 10 hours per month.

#### Anticipated Benefits to Volunteer:

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

#### Description or summary (committee purpose)

This position reports to the Symposia Team Lead – Sponsorships

#### Work with the Symposium Team Lead – Sponsorships:

- Execute the PDD / Symposium as a high-quality and cost-effective event.
- Assist the PDD / Symposium in generating positive revenue for the chapter.

#### Deliverables

Engage organizations to become sponsors and vendors, and provide support to them. When sponsors are also speakers, support them in conjunction with the Content Team.

#### Duties

activities include but are not limited to:

- Identify and contact potential vendors and sponsors.
- Discuss the PMINYC offerings and determine where there are matches.
- Provide input for Vendor / Sponsor pricing (tables, advertisements, etc.).
- Communicate status and prospects to the Symposium Leadership.
- Solicit / procure vendors and sponsors (in partnership with the Symposium and Chapter's Marketing Teams).
- Identify authorized reimbursements where applicable.
- Provide input for the Sponsorship budget requirements.
- Assist with the "Day of the Event" logistics.
- Assist the Registration Team on sponsor material to be included with gift bags.

### Prerequisites

**Experience**

**Is membership required?**  
Yes

**Number of years as a member**  
0

**Desired skill sets**

- Ability to identify prospects by performing research.
- Ability and willingness to perform cold calls.

**Credential(s) and number of years required**  
N/A

• Communication skills

**Education and training**

[Additional Information ...](#)

**PDU's to be awarded**

**Other recognition**

**Resume required?**

Yes

**Is interest category required ?**

No

**Interview required?**

Yes

**Travel required?**

Yes

**Amount of travel required**

Occasional travel may be necessary when planning for the in-person Symposia resumes in the future.

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

Yes

**Other steps or action required?**

**Term limit for role**

**Start date of opportunity (mm/dd/yyyy)**

NA

**End date of opportunity (mm/dd/yyyy)**

NA

**Opportunity Type**

Rolling

**Opportunity Status**

InActive

**Opportunity create date**

2/16/2021

**Opportunity update date**

2/16/2021

**Application open date**

NA

**Application close date**

NA

**Search keyword**

**Number of openings**

1

[Opportunity Reviewers...](#)

First Name	Last Name	Username	PMI ID	Email
Fred	Stein	571416	571416	fstein@gloweb.com