



## NETWORKING PROGRAM

### PROGRAM MANGER JOB DESCRIPTION

#### **Networking Program Manager**

*The Program Manager will volunteer to oversee planning, budget and logistical elements for program's networking reception. This person will also work in conjunction with the Community Outreach Program to organize sponsored professional networking receptions. This position will also work closely with regional chapters to establish and maintain strong relationships. Work collaboratively with PMINYC Scholarship Program and support the Chapter's mission and vision through fundraising at the events.*

*This position will report to the V.P. of Programs. The Benefits of the position are the Title of Program Manager for the PMI NYC Chapter as well as the opportunity to interact as a leader of the Program and a leader in the Chapter. This position also provides the opportunity to interface with large crowds enabling the Program Manager to improve their communication skills over time.*

#### **Required Qualifications:**

- Experience managing and coordinating meetings, events or programs.
- Leadership, must be self-motivated and have people skills, including strong group facilitation skills.

#### **Volunteer Terms:**

- Should be available up to 6 hours a month, including time spent at breakfast meetings
- 12 month commitment. Term begins January - December