

# Events Calendar Coordinator

## DESCRIPTION

The Volunteer - Events Calendar Coordinator shall be responsible for the chapter's Events calendar. This entails creating and maintaining event information, but also enhancing the overall quality of our calendar through establishment and adherence to guidelines and process improvement. The member calendar is one of the top landing spots for our members so the Event Calendar team plays a crucial role in our member experience.

## RESPONSIBILITIES

Program Goals:

1. Keep the chapter Events Calendar up to date. Create and maintain Event postings in Dark Rhino as requested by designated volunteers from Programs, Outreach, Membership and other chapter teams.
2. Enhance the quality of event postings by leading the development of and adherence to quality guidelines for posting of events.
3. Proactively work with chapter teams to fill in calendar events that are valued and have an impact on our membership.
4. Provide periodic reports

## REQUIRED CREDENTIALS

- Not Applicable

## PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook.
- Refer to the Handbook for the most current information.

## ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Opportunity to give back to your project management and NYC communities

## CONTACT

- Contact: Jatinder Kumar <jatinder.kumar@pminyc.org>

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Using web based tools for Event communications
- General communications / collaboration

## LEADERSHIP SKILLS

- Quality principles

## COMMITMENT REQUIRED

- 5+ hours per month