



Project Management Institute New York City Chapter

Professional Development – Digital Content Volunteer

Updated: 4/25/2022

Position Description

As a member of the Professional Development Team, the individual shall review data about educational offerings from PMINYC, other chapters and partner organizations to prepare content for a Monthly Education Newsletter and coordinate updates to the education portal in the chapter website with the Product Backlog. They will also perform proofreading of the draft output from the Marketing and Communications Team. The Digital Content Volunteer reports to the Digital Content (Newsletter) Editor.

Program Goals

Support the Communications and Marketing functions of the Professional Development Team. The primary goal of this role is to communicate pertinent information about the Education Programs to the Chapter membership in a timely and professional manner, with materials that are meaningful, accurate, grammatically correct and persuasive. The anticipated methods for accomplishing this are as follows:

- In conjunction with the Digital Content (Newsletter) Editor, produce a monthly “Professional Development Newsletter.”
- Coordinate and perform updates to the website with the Agile team to ensure that the web content is accurate and current.

Responsibilities

- Stay aware of all scheduled PMINYC classes to ensure that they are effectively promoted.
- Stay aware of all reciprocal agreements to ensure that they are effectively promoted.
- Stay aware of classes available to PMINYC members via special arrangement from other organizations to ensure that they are effectively promoted.
- Work collaboratively with the Marketing and Communications team to design the newsletter format.
- Work collaboratively with the Chapter volunteers, including Board Members, PMs, volunteers and Chapter members, for feedback on the programs they want us to produce.
- Draft articles for the newsletter, proofread, and / or edit articles from volunteers reporting to them.
- Coordinate timing with the Marketing and Communications team that publishes newsletters.
- Provide weekly status reports to the Digital Content (Newsletter) Editor on information gathered, work in progress and work completed for upcoming newsletters.



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Reporting & Communications Structure

- The Volunteer reports to the Digital Content (Newsletter) Editor.

Anticipated Benefits to Volunteer

- Earn PDUs
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Exposure to PMINYC operations and offerings
- Exposure to Website environment and systems
- Increase knowledge about website preparation

Contact for Further Information

- Fred Stein, VP Professional Development – fred.stein@pminyc.org

Position Requirements

Skills Required:

- Volunteer must have:
 - Excellent written communication skills
 - Excellent English grammatical skills
 - Good copy editing and style editing skills
 - Creative writing skills
 - Layout and design skills (a plus)
 - Comfortable working with Content Management Systems (a plus)
- Ability to proofread text from others and edit appropriately for grammar and content flow
- Ability to work well with others and build relationships

Commitment Required

- A time commitment of 15 to 20 hours per month, on a flexible, consistent basis.
- Attend weekly Professional Development Team meetings or provide written updates if unable to attend.
- Attend Chapter functions to meet with chapter members, in person or virtually.