

Director of Professional Development Day (PDD)

DESCRIPTION

The Professional Development Day Director shall be responsible for establishing the theme and strategy for, setting the direction of, and overseeing the PDD in conjunction with the VP of Professional Development and other PDD volunteers.

The program goals include:

- Plan and execute the PDD as a high-quality and cost-effective event.
- Target for the PDD to generate chapter revenue.
- Support the programs and mission of PMINYC.

RESPONSIBILITIES

- Create and manage the PDD project plan
- Create and manage the PDD budget
- Work with the VP of Professional Development to identify candidates for open Team Lead positions:
 1. Content Team - Engage keynote and track speakers, set speaker schedules, coordinate the speaker dinner (budget permitting).
 2. Facilities Team - Identify and engage appropriate facilities, perform the setup, and catering requirements (when in-person).
 3. Registration Team - Setup and manage the calendar creation and registration updates, handle day of event check ins, arrange for printing of the PDD brochure and manage attendee swag bags and their content.
 4. Liaise with Marketing and Communications - Promote the PDD through multiple channels; manage the design/creation of the brochure.
 5. Liaise with Technology – Website updates.
 6. Liaise with Sponsorships – Obtain sponsors and advertisers.
 7. Vendor Relations - Engage vendors, manage vendor speakers in conjunction with the Content Team.
- Partner with the Finance Team to manage PDD expenses and revenues.
- Work with the team leads to create / update role descriptions for their respective teams.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- People management skills

LEADERSHIP SKILLS

- Project Management
- Event Management
- Strong leadership & communication skills.

COMMITMENT REQUIRED

- Commit to holding the position for no less than 1 full Symposium cycle.
- Minimum of 20 hours per month

REQUIRED CREDENTIALS

- PMP desired

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

ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's - 1 PDU per hour volunteering. Maximum of 25 PDUs awarded per cycle under the category "Giving Back" per the CCRS Handbook.
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Opportunity to give back to your community