PDD – Program Manager – Content Team

DESCRIPTION

Engage keynote and track speakers, set speaker schedules, coordinate the speaker dinner (budget permitting).

Program Goals – Work with the Director of PDD to:
- Execute a high-quality and cost-effective event.
- Target for the PDD to generate chapter revenue.
- Support the programs and mission of PMINYC.

RESPONSIBILITIES

Activities include but are not limited to:

- Identify and select the keynote speaker
- Coordinate logistics (with Facilities) for the keynote speaker
- Put out the "Call for Speakers"
- Align the theme with speakers
- Manage speaker contracts (to be signed by the PMINYC VP and the speakers)
- Manage speaker budgets within guidelines
- Coordinate the speaker dinner (when budget permits)
- Coordinate speaker logistics
- Manage speaker material, as needed
- Prepare and submit budget (if any) to Leadership
- Coordinate speaker reimbursements and honorariums
- Create / update role descriptions for the Content Team roles and recruit volunteers as needed

In addition to executing the above goals and activities, work with the VP of Professional Development to vet instructors and programs that are being considered by the Education Team for the chapter.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Negotiating skills

LEADERSHIP SKILLS

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

COMMITMENT REQUIRED

- Commit to holding the position for no less than 1 full PDD cycle.
- Approximately 15 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