

# Volunteer, Corporate Outreach Team

## DESCRIPTION

PMINYC Outreach serves as the ambassador for project management to New York City metro area organizations and global communities. We promote awareness and adoption of project management in everyday life across all professions.

The Corporate Outreach Volunteer coordinates Corporate Outreach initiatives for PMINYC Chapter throughout New York City corporations. Potential corporate partners include investment banks, mid to large sized companies as well as startups that will greatly benefit from the project management knowledge, standards, discipline and best practices from the Project Management Institute (PMI).

This role supports the Program Manager of Corporate Outreach with activities that promote project management in corporate settings and connect local corporate partners with PMINYC. S/he sets the tone and standards in order to present a professional, polished image to New York City area corporations. Activities may include:

- Develop partnerships with corporations in the New York City area in order to encourage knowledge exchange and experience sharing on project management topics.
- Offer (or provide upon request) fundamental project management presentations and introductory to PMI standards and certifications to the corporations and their staff who are new or relatively new to project management.
- Coordinate with corporate partners to host initiatives such as project management (PM) speed mentoring, lunch-and-learn, PM career workshop or PM awareness events for their employees, interns, managers and PMINYC members to learn and gain experiences relating to project management methodologies, discipline and best practices.
- Support practicing project managers with peer-to-peer connecting opportunities.
- Encourage corporate partners to post employment opportunities with PMINYC for free.
- Encourage corporate employees, managers and executives to attend PMINYC Chapter Meetings and other events.
- Encourage corporate employees, managers and executives to join PMI and PMINYC by publicizing

membership benefits, resources and educational or career opportunities to further advance the project management profession.

- Recruit executives and senior project/program managers at corporate partners to participate in PMINYC events as presenters or mentors.

## RESPONSIBILITIES

- Initiate and maintain relationships with corporate partners.
- Initiate and manage Outreach events for corporations in conjunction with their PMI contacts.
- Collaborate with corporate partners on project management presentations and career development for their employees and our Chapter members.
- Provide open communications to Outreach leadership with timely and up-to-date information and status.
- Contribute to a knowledge base for presentations, templates, images, etc. that can be referenced and repurposed for Corporate Outreach programs. Archive documents to Outreach repository.
- Explore opportunities for corporate partners to make presentations at PMINYC Chapter meetings or hosting project management events.
- Undertake additional responsibilities for Corporate Outreach as appropriate.

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Strong communication and organizational skills.
- Experienced in leading or highly active in a PMO
- Ability to network and initiate conversations with executive/senior management with a view to promoting Project Management as a discipline.
- Understand the needs and interests of corporate stakeholders as well as PMINYC members and prospective new members.

## LEADERSHIP SKILLS

- Significant project management experience at a managerial/executive level.
- Effective negotiation and conflict management skills.
- Problem solving skills.

## COMMITMENT REQUIRED

- Invest at least 2 hours per month, on a flexible consistent basis.
- Participate in regular Outreach meetings as well as planning sessions required for special projects.
- Attend Chapter meetings and other PMINYC leadership training and functions.

## REQUIRED CREDENTIALS

- Software and computer skills: Word, PowerPoint, Google tools (Mail, Drive, Docs, Calendar).
- Ability to be a team contributor, and to be persistent, responsive, open and accessible, as necessary.

## 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 community

## CONTACT

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