



## EVENTS CALENDAR COORDINATOR

### **Department**

Membership

### **Team**

Member Relations

### **Description**

The Events Calendar Coordinator shall be responsible for the chapter's Events Calendar. This entails creating and maintaining event information, as well as 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.

### **Type of interaction**

Virtual

### **Estimated time commitment**

5+ hours per month

### **Deliverables**

- Keep the chapter Events Calendar up to date.
- Enhance the quality of event postings by leading the development of and adherence to quality guidelines for posting of events.
- Enhance the impact of the calendar by leading development of and adherence to guidelines for calendar balance, event mix, member registration / notifications and related objectives
- Provide periodic reports

### **Duties**

- Create and maintain Event postings in Dark Rhi, as requested by designated volunteers from Programs, Outreach, Membership and other chapter teams.
- Program team meetings are held on Tuesday nights
- Work across teams to develop quality guidelines and drive adherence to those guidelines.
- Work across teams – and with members – to develop guidelines for chapter event calendar impact. Proactively work with chapter teams to fill in calendar events that are valued and have impact on our membership.
- Work with event leaders to ensure registration and attendee information is accurately reflected in Dark Rhino.
- Provide periodic reports and analysis regarding events, registrations, attendance, and other factors that could drive process improvements.

## Prerequisites

**Is membership required?**

Yes

**Number of years as a member**

1

**Desired skill sets**

- Event communications (Web)
- Communications / collaboration
- Quality principles

**Credential(s) and number of years required**

N/A

## Additional Information

**PDU's**

Volunteers can claim 1 PDU per 1 volunteer hour in the Giving Back to the Profession Category up to the maximum of 25 PDU's in a three year cycle. Please refer to the Continuing Certification Requirements handbook for details about earning and reporting PDUs and much more.

**Resume required?**

Yes

**Interview required?**

Yes

**Travel required?**

No

**Volunteer may hold other roles while concurrently serving in this role**

Yes

**Term limit for role**

None

**Start date of opportunity (mm/dd/yyyy)**

Immediately

**End date of opportunity (mm/dd/yyyy)**

NA

**Opportunity Type**

Rolling

**Coordinator name or Volunteer Engagement Liaison (VEL)**

**Name:** Jatinder Kumar

**E-mail:** jatinder.kumar@pminyc.org

**Chapter/Global Headquarters (GHQ):**

New York City Chapter

**Subregion**

Northern America

**Country**

United States

**State/Province**

NY

**Limit applications to local  
volunteers only?**

No

**Search keyword**

Administrative

**Number of openings**

2