



## MEMBER ADVOCATE PROGRAM VOLUNTEER

**Department**  
Membership

**Team**  
Member Advocates

### **Description**

The Advocates team serves as an in-person focal point at PMINYC-sponsored events, such as Chapter and Career Development Network (CDN) meetings. As an Advocate, you are serve as the client-facing front office for our members and guests in a variety of ways, including:

- Answer member inquiries
- Provide personal engagement to address member concerns
- Publicize Chapter events
- Evangelize for PMI and the Chapter
- Encourage members to volunteer for the Chapter, including sign-up
- Resource direction in many dimensions
- Resource for other teams, depending upon the needs of those teams.

### **Type of interaction**

In-Person and Virtual

### **Estimated time commitment**

2 - 4 hours per month (each meeting lasting approximately 2 hours)

### **Deliverables**

- The main deliverable is participation and providing great customer service!
- You should be (or become) familiar with Chapter leadership and team (in order to guide prospective volunteers to their areas of interest)
- You should be (or become) familiar with the PMINYC Chapter web site as well as other PMI resources
- You should be available to attend most, if not all Chapter and CDN meetings (approximately 1 per month, each).

### **Duties**

This role requires you to attend meetings in New York City. Generally, Chapter meetings take place on the 3rd Wed of a month, from 5:30-8 pm. We do not meet in Jul and Aug. CDN meeting dates/times may vary but mostly take place after normal business hours.

## Prerequisites

**Is membership required?**

Yes

**Number of years as a member**

0

**Desired skill sets**

- Friendly personality (willing to engage and speak with people)

**Experience**

- Customer service focus

- Resourceful (able to research and prepare to answer general PMI-related questions)

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

N/A

## Additional Information

**Amount of travel required**

PMINYC meetings take place in New York City. The only travel required is that which will take you to the meeting location.

**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 PDUs 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

**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)**

N/A

**Opportunity Type**

Rolling

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

**Name:** Bernard Kahn

**E-mail:** bernie.kahn@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