

# Project Management for Veterans

## DESCRIPTION

The Project Management Institute New York City Chapter (PMI NYC) is seeking dedicated volunteers to support and run initiatives aimed at helping veterans transition into civilian careers. This role involves leveraging project management skills to develop, implement, and manage programs that provide valuable resources, training, and support to veterans.

## RESPONSIBILITIES

1. Collaborate with PMI NYC leadership and veteran organizations to identify needs and opportunities.
2. Design and implement programs that provide project management training, mentoring, and career support for veterans.
3. Engage with local veteran communities to understand their needs and promote PMI NYC initiatives.
4. Build, organize and participate in events, workshops, and seminars aimed at supporting veterans.
5. Develop and deliver training sessions and workshops on project management fundamentals tailored to veterans.
6. Coordinate mentorship programs pairing experienced project managers with veterans.
7. Provide one-on-one support and guidance to veterans pursuing project management certifications.
8. Track the progress and outcomes of initiatives, ensuring that they meet pre-defined goals and objectives. Collect feedback to continually improve the program.

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Strong organizational and time management skills, with a proven ability to handle multiple initiatives simultaneously.
- Understanding of veteran needs and challenges (a plus).
- Networking skills with non-profit organizations.
- Communication and interpersonal skills.

## LEADERSHIP SKILLS

- Project management skills with a focus on taking lead as a mentor
- Emotional Intelligence
- Empathy and Ethical Leadership

## COMMITMENT REQUIRED

- Minimum 2-3 hours per month

## REQUIRED CREDENTIALS

- Minimum 2+ years of Project Management experience and/or PMP-certified
- Minimum 2+ years of mentoring experience and/or PMP-certified

## PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, 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
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Opportunity to give back to your community

## CONTACT

- Diane Chan <diane.chan@pminyc.org>