



PMI NASHVILLE CHAPTER

Started in 1996, the chapter is located in Nashville, TN, and is comprised of over 1,400+ members. Its mission is to advance project management in the Nashville area, helping members grow professionally with a variety of offerings.

Job Title: Director of Study Group

Reports to: VP of Professional Development

Term: Jan 2018 – Dec 2018

Job Description: Elected volunteer responsible for initiate, plan, implement, monitor and close related activities associated with Study groups.

Director of Study Group Responsibilities:

Develop PMP and CAPM Study Group process and launch Study Groups according to interest levels

- Set up and lead 2 PMP Study Groups per year
- Promote the project management profession through the planning and coordination of special events, as identified by the Chapter board, designed to enhance and expand the skills and knowledge of project managers.
- Develop plans for and coordinate the Chapter's external education activities, such as study groups, seminars, workshops, courses, professional development days, and other educational activities.
- Send recognition e-mails to those newly certified
- Advance the project management profession through the planning and coordination of special events, as identified by the Chapter's board.
- Plan and coordinate special events, as identified by the Chapter's board, designed to enhance the project management professions and/or expand the skills and knowledge of project managers.
- Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivered to the audience and Chapter regarding the content of program

General Director Responsibilities:

- N/A

Skills/Qualifications:

- Experience using MS Office Tools
- Strong communication skills (oral, written, presentation, editing/proofreading and listening) as well as prioritization skills.

Requirements:

- Member in good standing of the Nashville Chapter and have been for the past year while complying with Chapter Bylaws.
- Willingness to learn and try new things while have access to the Internet.
- Able to coach/mentor others and be willing to be coach/mentored.
- Ability to be a team contributor, to be persistent when necessary, responsive, open and accessible.
- Ability to share and delegate.

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External URL:

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