



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 Newsletter

Reports to: VP Of Communication

Term: 1 year

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

Director of Newsletter Responsibilities:

The Director of Newsletter is responsible for the creation and distribution of a Newsletter that will keep the membership informed about Chapter activities and events. The Editor will be well informed and always mindful of the Mission of Chapter. The Director of Newsletter will work closely with other board members, and partner, on a variety of strategic initiatives such as Symposium

General Director Responsibilities:

- The Newsletter Editor will create a newsletter that:
 - Provides information about Chapter activities to include, but not limited to, the annual, general and board meetings, fund raising events, public service projects, interest groups and cooperative efforts with other organizations.
 - Features Chapter members who make contributions to the community.
 - Provides notice of the Board Meetings. These notices will include meeting date, place, and state that time is allotted for member input at the beginning of each board meeting.
- Includes any other special notices the Board deems necessary.

The Newsletter Editor is responsible for:

- Setting deadlines for articles to be published in the newsletters.
- Adhering to editing and proof reading standards.
- Informing all parties of the deadline and items received after that deadline will appear in the next edition, if appropriate.
- Sending a draft of the newsletter for the VP of Communications review prior to distribution.
- Emailing the newsletter, edited for member confidentiality, and inform the VP of Technology for publishing Newsletter on the Chapter website.

Skills/Qualifications:

- Professional writing and editing experience
- Attention to detail, especially in editing and proofing
- Proficient software skills – use of Word, email, PDF
- Personal commitment to Nashville chapter goals and PMI mission

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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