



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 Mentoring Program

Reports to: VP of Professional Development

Term: August 2018 to August 2019

Job Description: Elected volunteer responsible for initiate, plan, implement, monitor and close related activities associated with Professional Development Units (PDU). Assist PMI Nashville Technology Team with website enhancements and maintenance.

Director of Mentoring Program Responsibilities:

- Oversee events, presentations, and training programs.
- Provide the information necessary to market the, PMI certification, as well as training opportunities offered by the Chapter.
- 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.
- 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.
- Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivered to the audience and Chapter regarding the content of program

Skills/Qualifications:

- Experience using Microsoft Office Tools
- Strong leaderships skills to maintain the mentoring program as there are mangers report to this position
- 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.
- 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.

E-mail address:

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External URL:

www.pminashville.org