Professional Development Project Management Office team member

Professional Development Department is looking for talented, motivated, committed volunteers who have the desire help us realize our vision of delivering cool programs to our Chapter Members in innovative ways. PDUs awarded per year of participation.

* Hands-on collaboration with PMO Director
* Involved, committed and contentious bringing a professional yet fun style
* Great communicator using various venues: face to face, phone and asynchronous tools
* Experienced with, or eager to learn Jira, Microsoft Teams, Google Calendar, email groups, Slack, MS Word, Excel, Zoom
* Commitment of roughly 2-3 hours per week. Flexible but fluctuates with needs. Easy to work around your schedule, but it’s expected that you’ll be proactive and attend meetings.