Professional Development - Forums Program 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.

* Collaborate with the Director Mentor Program to continually improve the experience and engagement of Forum Leaders.
* Experienced in a variety of project management related areas to help Forum Leaders develop themes and deliver valuable forum sessions.
* Process oriented
* Comprehensive knowledge of Zoom. Use Jira, Microsoft Teams, Google Calendar, email groups, Slack, MS Word, Excel
* 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.