

Mission Statement of PMI-SVC Programs

Engage youth, students, academic institutions, non-profit organizations, and current and former military personnel and spouses to bring awareness of project management to inspire the next generation of changemakers.

**Director of Program Operations**

ROLE DESCRIPTION: Assist the VP of Programs in the oversight and leadership, and serve to provide consistency between team members and the Chapter’s outreach to academic military, non-profits, and students. The Director of Program Operations is a key coordinator for the Chapter. Serves as the record keepers and notetaker for team meetings.

ROLES AND RESPONSIBILITIES: Provide oversight and coordination between team members. Acts as meeting facilitator and identifies cross-function improvements with the team. Tracks resources, commitments, and potential speakers. Tracks progress of initiatives and assists other directors. Ensures backup of necessary information on SharePoint.

LEADERSHIP SKILLS: You have a passion for project management and want to deepen relationships between the Chapter and the community. You enjoy supporting initiatives in a complex team and are looking for an opportunity to grow your skills. You enjoy leveraging your knowledge and relationships to find those win-win-win opportunities. You enjoy finding possibilities and solutions to unspoken problems.

*Expected time commitment*: At least 2 hours per month

Contact Information

For more information about this position, please contact

Melissa Harris, Vice-President of Programs at [vpprograms@pmi-svc.org](mailto:vpprograms@pmi-svc.org)