
Role Website Manager

Reports to VP, Web Admin

Description

The Website Manager is a key role within PMI-CTT Chapter's Web Admin team. The Website Manager reports to the VP of Web Admin. The role activities include:

- Maintain top-quality content, layout and design of chapter's web site
- Ability to assist VP of Web admin in responding to chapter's website requests
- Contribute to UX Design, SEO, E-commerce optimization, web marketing strategies, social media integration
- Support and involve in PMI-CTT website modernization and/or upgrade projects
- Ensure that best practices are upheld for web development and management
- Assist VP of Web Admin to manage and prioritize requests for web changes
- Always Represent PMI-CTT in a professional manner and protect PMI-CTT brand

Skills and Experience

- Some proficiency in CMS (Content Management Systems)
- Knowledge and familiarity with CSS, SEO
- Strong written communication skills
- Strong organizational and planning skills
- Good interpersonal skills

Time Commitment

- The volunteer commitment is minimum a 1-year period
- 10-15 hours per month

Benefits

- Maintain PMI credentials by earning PDU units
- Communication and facilitation experience gained
- Lead to other leadership roles within PMI-CTT Chapter
- Extensive networking opportunities with Project/Program/Portfolio Management professionals