

PMI-CTT Volunteer Role Definition

Version 2020-09-23

Role	Certification Manager
Reports to	VP of Certification
Description	<p>The Certification manager is responsible for the general operation and educational objective with respect to the Certification portfolio in support of all PMI certifications processes and recertification programs of the chapter.</p> <p>Arrange for educational courses to be provided for the advancement of project management knowledge, and the preparation for certification.</p> <p>This includes:</p> <ul style="list-style-type: none">● Actively participate as a member of the Education Portfolio team.● Support the development and implement specific tactics of the PMI-CTT strategic plan.● Recommend courses to be offered in a given calendar year, in cooperation with Certification team.● Recommend course provider, in cooperation with the VP of Certification.● Liaises with other Managers from Content, Marketing, Technology, Membership & Events with respect to planning, executing and delivering training courses and workshops.● Contract course provider, facilities, events speakers AND managers from other PMI-chapters in Region 3 as directed by VP of Certification.● Prepare registration and training materials.● Prepare marketing materials in conjunction with the Chapter Marketing team● Liaise with chapter web-admin team, with respect to posting of marketing & registration material on the PMI-CTT website.● Prepare documents, communication worksheets and agendas for review and presentation.● Prepare for meetings.● Respond to email inquiries to PMI-CTT regarding education & certification, as directed by VP of Certification. This includes:<ul style="list-style-type: none">○ Keep up-to-date with PMI certification programs material, processes and changes.○ Respond to inquiries with respect to training and certification portfolio.○ Maintain library of standard responses to commonly asked questions in regards to training courses and certifications.○ Follow up on outstanding issue.

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- Skills and Experience**
- Knowledge of and interest in current Project Management trends and topics.
 - Representational and public speaking skills.
 - Excellent organizational skills, ability to plan projects / jobs, prioritize workload and meet deadlines.
 - Networking.
 - Strong communication skills.
 - Strong computer skills in Microsoft Word, Excel & PowerPoint.
 - PMP is an asset.
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- Time Commitment**
- The volunteer commitment is for a 2 year period.
 - Approximately 10 hours per month.
 - Attend monthly Education Portfolio team meetings.
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- Requirements**
- Must currently be or willing to become a member in good standing in the PMI-CTT Chapter.
 - Current resume and interview with VP of Certification.
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- Where the Role may lead**
- A leadership role in the Chapter.
 - Member of Board of Directors.
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- Benefits**
- As a membership-driven organization, each of us can offer a contribution to make the most out of the Chapter and our membership.
 - Through volunteering, you can meet project management professionals, gain experience and even have fun!
 - Giving Back/Volunteering PDU's available.
 - Have input into Chapter priorities and operations.
 - Gain experience within a desired area of expertise.
 - Opportunity to attend PMI Leadership conferences.
 - Professional development opportunity to attend courses and workshops that might be offered to the chapter's voluntary-team.
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