

Role Event Registration Manager

Reports to VP of Chapter Events

Description/Summary

Deliverables & Duties:

Maintain registration, inquiries and communications for events.

Duties include:

- Actively participate in annual planning sessions for chapter events.
- Actively participate in process improvement within the portfolio.
- Coordinate with Event Facilities Manager, Event Manager(s), Event Speakers Manager and Symposium Project Manager(s) to execute event tasks.
- Monitor Events inbox, reply to and forward inquiries as appropriate.
- Maintain member and non-member event registration.
- Generate event attendees report and create name badge labels.
- Manage the event registration tables.
- Develop processes and best practices for event registrations

Desired Skill Set & Experience:

- Communication skills
- Tech Savvy
- Strong organisation skills
- Representational and public speaking skills.
- An effective team player

PMI CTT Membership Required

- Must currently be or willing to become a member in good standing in the PMI-CTT Chapter

Time Commitment

- The volunteer commitment is for a 1-year period
- Approximately 10 hours per month
- Attend monthly Event and event-specific team meetings
- Represent the Chapter at Chapter Events

PDU's awarded

- As per PMI Standards

Other Recognition/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/volunteer professional development units (PDUs) available
- Have input into Chapter priorities and operations
- Gain experience within a desired area of expertise
- Senior volunteers with demonstrated commitment may attend PMI Leadership conferences
- Volunteer Reward Opportunities