

Role **Event Manager**

Reports to **Either the VP of Events or VP of Special Events**

Description/Summary

PMI's Canada's Technology Triangle (PMI-CTT) is seeking a talented individual to join the Chapter's Events portfolio as an Event Manager.

The Event Manager is responsible for managing and executing chapter events to completion.

Deliverables

- 2-3 Chapter events per year
- Contribute to annual planning session for chapter events
- Others as assigned by the VP of Events or VP of Special Events

Duties

- Actively participate in and manage planning sessions for chapter events.
- Actively participate in process improvement within the portfolio.
- Coordinate with Event Facilities Manager, Event Registration Manager, and Event Speaker Manager to execute event tasks.
- Coordinate approval for event PDUs.
- Plan event budget and reconcile against invoices and actuals.
- Collect, analyze and report event feedback.

Experience

- Knowledge of and interest in current Project Management trends and topics
- Representational and public speaking skills
- Leadership
- Organization
- Facilitation
- Networking
- Marketing
- Article writing

Education and Training

N/A

Desired Skill Sets

- Knowledge of and interest in current Project Management trends and topics
- Representational and public speaking skills
- Leadership
- Organization
- Facilitation
- Networking
- Marketing
- Article writing

PMI CTT Membership Required

- Yes

Time Commitment

- 1-year term
- Approximately 10-15 hours per month
- Attend regular Event portfolio team meetings (varies monthly/bi-monthly)
- Represent the Chapter at virtual and/or in-person Chapter events

PDUs 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 have fun!
- Provide input to Chapter priorities and operations
- Gain experience within a desired area of expertise
- Opportunity to attend PMI Leadership conferences
- This position may lead to:
 - Leadership roles in the Chapter
 - Board of Directors role