

# PMI-CTT Volunteer Role Definition

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**Role** Communications Manager

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**Reports to** To be determined

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**Description**

The Communications Manager supports the chapter Communication and Marketing leadership team. This role is responsible, with other team members, for the Chapter's e- blasts, seasonal newsletters and content creations to support chapter marketing channels.

Responsibilities may include:

- Learning the process and tools to assemble the chapter Newsletter
  - Working with the VP of Content Management, VP of Technology and VP of Social Media to ensure the publication consistency of newsletters, eblasts, website content and social media posts.
  - Working with other chapter teams in various projects (such as Chapter Events, Symposium, Dinner meetings, etc.) to ensure communication plans are executed accordingly and are coordinated with overall chapter communication strategy
  - Formatting, assembling and spell-checking chapter e-mail blasts, newsletters, social media posts and website articles and obtain proofreading by other team members
  - Collecting newsletter contents, scheduling and releasing the newsletter according to the chapter's overall communication and marketing plan
  - Tracking and reporting the newsletter performance and statistics
  - Bringing new ideas to improve the communication medium and current processes
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## Skills and Experience

- Strong written communication skills
  - Ability to learn simple automated tools used in the publication of PMI-CTT communications
  - Strong organizational and planning skills ● Good interpersonal skills
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## Time Commitment

- The volunteer commitment is for a minimum 1 year period
  - 10- 15 hr per month
  - Able to access email frequently
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## Benefits

- Volunteer Service PDU units available
  - Communication and facilitation experience gained
  - Eligible for volunteer incentives
  - Extensive networking opportunities with Project/Program/Portfolio Management professionals
  - Will lead to other leadership roles within PMI-CTT Chapter
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## Requirements

- Interviews to be arranged with interested volunteers
  - Must be passionate in Digital Marketing
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