PMI-CTT Volunteer Role Definition
Version 02-23-2023

Role	**Web Site Administrator**
Reports to	VP of Website Administration
Description	Responsibility for assisting the VP of Website Administration with the content management and enhancements to the PMI-CTT web site. Responsibilities include: ● Assist the VP of Website Administration to develop required processes for web site update ● Update the website content as requested from the intake process ● Participate in the review process for web site enhancements ● Participate in acceptance testing of web site enhancements ● Support VP of Website Admin in responding to needs of the Board of Directors and Leadership Team for site changes and content upgrades
Skills and Experience	● Good analytical skills ● Familiarity with web site management processes ● Some exposure to HTML
Time Commitment	● 10 hours initially to learn site over a 2 month period ● 5 to 10 hours per month ongoing
Requirements	● Must be a PMI-CTT member ● Must meet compliance requirements ● Interview will be arranged with interested volunteers
Where the Role may lead	● Other Leadership roles in the Chapter ● Board of Directors ● Officer of the Organization
Benefits	● PDU units available ● Develop HTML skills ● Networking opportunities with PM professionals