

VOLUNTEER OPPORTUNITIES FOR OFFICE OF VP COM

College of Performance Management: Project Management Webinar Manager

The Office of the Vice President- Communications has a volunteer opening for a self-directed professional to manage the organization's monthly topical webinars.

Responsibilities include working with the VP-Communications and CPM office staff to:

- Identify and select relevant presenters for monthly webinars offered to the project performance management community
- Coordinate marketing and webinar material for the specific webinars such as a speaker's bio, marketing abstract of the presentation, photo of the speaker and webinar survey questions.
- Set-up the webinar in Adobe Connect, receive the presentation ahead of time for review, run a technical check with the presenter and, longer term, run the live webinar.
- Collect survey data during the webinar.
- Send follow-up information to the CPM office for post-webinar actions.

This is a great opportunity for individuals to learn from and interact with leading thinkers and practitioners in project management. A list of past webinars can be found at <http://www.mycpm.org/news-events/webinars/>

It provides excellent, real-world training and experience on running webinars, a growing form of online learning and online meeting. The successful applicant will be organized, a good communicator and have outstanding time management skills. Familiarity with webinar technology is preferred but not necessary. We provide one-on-one overview training on Adobe Connect and can guide you in further self-directed learning on the necessary tools.

For more information or to apply contact Don Kaiser, Executive Director of CPM at kaiser@mycpm.org