



## Communications Committee Member

Position: Director of Communications	Expected Duration: 1 year renewable
Reporting to: VP of Communications	Expected # PDUs: 25 max per cycle
# Positions Open: 1	Last Revised Date: 6/13/2023

**Position Overview:** Appointed volunteer that serves as the primary contact for all aspects of the chapter's website, handling a range of responsibilities that includes web design and development, routine site and content maintenance, and various updates to ensure website aligns with the strategic communication and marketing goals and objectives of the chapter.

### Responsibilities:

1. Serve as the primary contact for all aspects of the chapter's website.
2. Create and maintain service tickets as it relates to the chapter's website.
3. Collaborate with other board members or directors to publish content for communication on the website.
4. Add or update web page sections upon request.
5. Develop and maintain internet and intranet portals (MS365), forms, and structures in accordance with chapter's needs.
6. Encourage and facilitate consistent, creative and unified website design.
7. Collect and analyze web analytics and similar data; identify opportunities to improve search engine optimization (SEO), time on site, web traffic, and other relevant metrics.
8. Maintain and document ownership of chapter internet domain.
9. Assist other chapter volunteers with use of company websites through one-on-one support, user guides and training sessions.
10. Ensure compliance with chapter web and information security policies, as well as the PMI Global Information Security Policy, ethical standards, software licenses, and applicable state and federal laws.
11. Develop and implement succession and transition plan for the role.
12. Maintain consistent communication with the VP of Communication on a regular cadence. This is up to but not limited to, newsletter or events publication, website needs, or overall availability in the volunteer role.

**Business Acumen**

- Organizational change management
- Strong analytical, troubleshooting, and problem-solving skills.
- Technical application
- Website software
- Web design and layout
- Analytics

**Power Skills**

- Stakeholder engagement
- Collaborative leadership
- Business process analysis
- Knowledge of social media platforms
- Excellent writing skills

NOTE: This job description is not intended to be all-inclusive. The Director of Communications may perform other related duties as negotiated to meet the ongoing needs of the organization. PDUs will be awarded commensurate with the activities performed.