



FLORIDA SUNCOAST CHAPTER

If interested please contact: pastpresident@suncoastpmi.org

PMI Suncoast Chapter Opportunity

VP of Marketing and Communications

Opportunity Description

Elected volunteer responsible for marketing, public relations, and for the timely dissemination of information both internally and externally of the Suncoast PMI Chapter and its Membership. The VP of Marketing & Communications shall be responsible for developing marketing, corporate relations and communication programs in accordance with Chapter bylaws and policies.

Specific Functions & Responsibilities

- Ensure Events and other pertinent information provided by Board members and others are added to the website
- Facilitate Board of Directors training on the Chapter's website in order to allow autonomy for updates to website
- Send e-mails, Chapter Newsletter, Special Notices, and Invitations, to Suncoast PMI Chapter mailing distribution advising of upcoming Suncoast PMI Chapter Events and other communications as directed by the Board of Directors
- Provide status updates to meeting attendees at Monthly Chapter Meetings
- Report on issues, barriers, etc. at Monthly Board of Director Meetings
- Coordinate with Director of Sponsorship all activities regarding sponsorship
- Mentor Director of Publicity in role

Skills Required

- Must be a member of PMI and be a member or become a member of the PMI Suncoast Chapter.
- Must have experience managing projects and or coordinating events.
- Strong communication and organizational skills
- Ability to be a team contributor, responsive, open, and accessible.

**This is a 1 year term; 2015-2016*