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| Job Title: VP Education | Reports To: President |
| Department: Education | Officer: Yes |
| Number of Direct Reports [[1]](#footnote-1): 2 or more | Work Hrs Per Month: 10-20 |
| Last Reviewed by: Nadareca Thibeaux | Revision Date: October 2023 |

Position Overview

The Vice-President of Education is responsible for defining, planning, executing and controlling the Educational offerings and all of its components: Certifications, PMI Standards, Seminars, and Mentoring programs. This position may assist with the annual Professional Development Day (PDD).

Essential Job Functions

* Define the detailed strategy and content for each component with the director in charge of that component.
* Define the budget and authorize any charge related to Education
* Work with Directors on defining processes required for each component
* Ensure the quality of the material used for all training / courses
* Provide certification support to assist candidates with pursuit of their targeted certification
* Host practitioner support events for smaller groups of members to share knowledge and experience
* Host networking events with table topics for informal discussion

Other Job Functions

* Identify new trends for development of new courses and promote them to the community
* Work in conjunction with the directors and Marketing to actively pursue paid PM workshop attendance by the public at large.
* Provide guidance on target audience and content for the marketing strategy coordinated in conjunction with the VP Marketing and the VP Education about the relationship with PMI
* Cooperate and share workshop materials between cooperating Chapters and local educational institutions.
* Develop and implement agreements with colleges and universities to provide a forum for more Project Management course offerings, and to provide the college or university with a venue for promoting their programs
* May Act as Program Manager for:
  + Establishing volunteer committees for the preparation of material, and delivery of training courses (as detailed in the offering)
  + Maintaining the course calendar on the Chapter public website
  + Overseeing the process of logistics for each training event, as needed
  + With the agreement of the Board, procuring outside contractor services (speakers, instructors or any other element) as necessary to supplement the delivery of education and certification courses

Important Skills/Abilities

* Proficiency using online collaboration tools
* Ability to manage teams for the planning and execution of events
* Prior experience as manager creating training deliverables (material, courses, seminars)
* Knowledge of members community and project management needs
* Strong network of project management professionals

**All KIPMI Chapter Elected Board Members are responsible for:**

* Attending all board meetings
* Replying to motions via email within 3 business days for decisions between meetings
* Attending all possible chapter events such as dinner and lunch meetings as a visible member of the board
* Attending and contributing to all annual planning and strategy sessions
* When possible, and at the direction of the President, attend PMI Regional Meetings
* When possible, and at the direction of the President, attend PMI Leadership Meetings
* Collaborating with other board members with initiatives that cross over board portfolios
* Keeping up on duties and responsibilities of own portfolio
* Contributing to the overall board strategy and effective operations
* Promoting KIPMI and its initiatives and values at business and PM community events
* Building good relationships with members and volunteers
* Building positive and productive relationships between KIPMI and the business and education communities
* Contributing information for the KIPMI website and other communications

NOTE: The above statements are intended to describe the general nature and level of work required for the position. This job description is not intended to be all-inclusive. Other related duties may be required to meet the ongoing needs of the organization.

1. This number reflects the total number of current volunteers reporting into this position. All board positions are expected to mentor and assist the volunteers working under their guidance and leadership. Positions below VP such as Directors and committees are formed as needed and the number is not required to stay fixed. [↑](#footnote-ref-1)