



JOB DESCRIPTION

Job Title:	Project Management Officer
Reports To:	Society President
Type:	Volunteer

Summary:

Manages the activities of the Societies' Project Management Office to ensure Board of Director approved of programs and projects meet organizational goals and requirements. Implements and provides guidance related to PMO processes and policies, oversees the work of project management staff, and works with other corporate officers and leaders to define, prioritize, and develop projects and programs. Relies on extensive experience and judgment to plan and accomplish goals. Reports to the Society President.

Essential Duties and Responsibilities *include the following. Other duties may be assigned:*

Develop and maintain project management policies, procedures, and standards as they related to the Society.

Consults with the Officers and Board of Directors and reviews project proposals to determine goals, time frame, funding limitations, and procedures for accomplishing projects, staffing requirements, and allotment of Project Management Office resources.

Ensures that projects are in alignment with corporate goals.

Provide centralized control, coordination, and reporting of scope, change, cost, risk, and quality across all projects.

Educates and provides leadership for the introduction of project management methodologies and where applicable should provide training.

Assigns project managers and/or other resources to projects or programs approved by the Board of Directors.

Analyzes project requests and works with stakeholders to deliver cost effective project solutions.

Establishes standards and procedures for project reporting and documentation.

Coordinates project activities within the Society, and when applicable with external partner staff, to ensure goals and requirements are met.



Prepares project status reports and keeps the Board of Directors, and others, informed of project status and related issues.

Selects and manages the Societies' team of Project Managers.

Continuously monitor active project status to ensure satisfactory completion.

Identify and help in the development of internal Staff and Officers with project management skills to act as project team members or team leaders in the future.

Develops project plans specifying goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources.

Manages projects as required.

Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Educational Experience:

Bachelor's degree (B. A.) from four-year college or university plus at least 5 years of experience in project management. See certifications below.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals and policy statements.

High-level interpersonal skills, with a demonstrated capacity to work collaboratively with others and exercise influence in a diversity of contexts. Ability to effectively present information and respond to questions from groups of officers, Society Members, and the general public.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this office successfully, an individual should have knowledge of word processing, spreadsheet, the internet, and project management software. Microsoft suite preferred.



Certificates and Licenses:

Project Management Institute (PMI) Project Management Professional (PMP) certification preferred, but not required.

Supervisory Responsibilities:

The office will involve coordinating the work of subordinate project managers.

Work Environment:

Projects will be undertaken in a non-centralized virtual environment.
