



PMI Central Alabama Non-Board Position Description Position:

Education Advisor

Position: Education Advisor	Expected Duration: 1 year term
Reporting to: PMICAC Advisors Committee	Expected # PDUs: 24-192
# Positions Open: 1	Last Revised Date: 04/13/2023

Position Overview: Provides support and assistance to the VP of Education to ensure PMI Central Alabama Chapter (PMICAC) members have educational opportunities to include, but not limited to, the pursuit of PMI certifications.

Essential Job Functions: Supports PMICAC advisor committee and board with the following activities: identify and/or create courses for PMI certification test prep, stay current on PMI credential requirements and offerings and understand the educational needs of the members. Assists and help organize host locations, secure volunteers and/or vendors and prepare/purchase all necessary course material. Secures course materials provided by vendors, when needed. Support VP of Education working with VP of Communications and VP of Marketing to promote courses.

Supports VP of Education works with VP of Finance for annual budgeting, course income and expenses. Manages course budget including pricing, promotion and all necessary material.

Other job functions as determined by the Education Advisor and/or PMICAC Board. This position description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organization. PDUs will be awarded commensurate with the activities performed.

Non-essential Job Functions: Educational experience.

Skill Requirements: Volunteer management. Vendor management.

Other Skills/Abilities: Organizational skills.

Expected Time Requirements: 4 - 8 hours/month