

Volunteer Title:	Military Liaison Volunteer	Requisition No.	Completed by Membership
Reports to:	Military Team Lead	Date Submitted:	11/8/2023
Location:	Honolulu, HI		

JOB DESCRIPTION

DESCRIPTION

- Represent the chapter as a subject matter expert on benefits and services for military from PMI for careers and opportunities in Project Management. Military is defined as active duty, separated, retired, and their spouses.
- Be point of contact (POC) for bases at transition office, support offices, etc.
- Report to Military Team Lead.

DELIVERABLES

- Provide updates for team on collaboration site.
- Participation in team planning led by Military Team Lead.

RESPONSIBILITIES

- Identify and coordinate with POC on bases to provide support for military.
- Identify activities on and around bases PMI could provide support.
- Represent the chapter at stand-down briefings, base career events, external career events which may cater to military. Includes giving a talk and presentation.
- Notify team of all events and activities where PMIHI could potentially participate.
- Coordinate with Military Team Lead on issuing guest passes.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be a PMIHI chapter member in good standing. Signed agreements for Conflict of Interest and Confidentiality required. Access to military bases required. Working knowledge of military guest pass program and PMI certifications. Ancillary knowledge of financial assistance for PM certifications, PMP application process, resources to translate military skills and experience into civilian speak. Training resources provided.

PREFERRED SKILLS

Prior military experience preferred. Familiarity of military support programs for education and transitioning. Marketing and speaking experience helpful. Access to military bases helpful.

VOLUNTEER OPPORTUNITY DETAIL

INTERACTION TYPE

Remote (Virtually) In-Person Both Remote (virtually) and in-person

ESTIMATED TIME COMMITMENT

1-2 hours/month; 5 positions

TERM OF THE VOLUNTEER OPPORTUNITY

1 YEAR WITH OPTION TO RENEW ANNUALLY

ESTIMATED PDUS TO BE AWARDED

1 PDU for each volunteer hour performed.

OTHER RELEVANT BENEFITS, REQUIREMENTS, OR DESCRIPTIONS

Recognition as a high-level volunteer team lead. Speaking and/or presentation activity expected.

VERSION CONTROL

DATE	DESCRIPTION	EDITED BY: NAME/ROLE/EMAIL
4/17/2020	ORIGINAL	MEMBERSHIP DIRECTOR
10/28/2023	I used the WDC (Washington DC Chapter) as a source for some changes. https://www.pmi.org/chapters/wdc/military-outreach	LEONA BANGERTE, MILITARY LIAISON
11/8/2023	Reformatted to current logo and add version control.	AUDREY JEWELL, VOLUNTEER COORDINATOR, VOLUNTEER@PMIHNL.ORG