

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

JOB DESCRIPTION

DESCRIPTION

- Lead the Military Liaison team.
- Set goals, coordinate activities, provide support to the team.
- Represent the chapter as a subject matter expert on benefits and services for military from PMI.
- Report to Membership Director or VP of Outreach as determined by current organizational structure.

DELIVERABLES

- Monthly Report on team activities, progress, issues – deadline 1 week prior to BOD meeting.
- Updates for Military webpage on PMIHNL.org.

RESPONSIBILITIES

- Lead, support, manage the Military Liaison Team.
- Coordinate with Membership Director or VP of Outreach to determine goals and needs.
- Manage the guest passes for military.
- Perform as backup to each liaison – Point of Contact at bases, speak at engagements as needed.
- Ensure military liaisons have necessary supplies, freebies, collateral, etc. when appearing at in-person events.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be a PMIHNL 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. 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.

To apply, please send inquiry and resume to volunteer@pmihnl.org

VOLUNTEER OPPORTUNITY DETAIL

INTERACTION TYPE

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

ESTIMATED TIME COMMITMENT

1-2 hours/month; 1 position

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	Comments include upcoming changes to the organizational structure of the Hawaii chapter and needs from the last Hiring Our Heroes event at JBPHH.	LEONA BANGERTER, MILITARY LIAISON
11/8/2023	Reformatted to current logo and add version control.	AUDREY JEWELL, VOLUNTEER COORDINATOR, VOLUNTEER@PMIHNL.ORG