



### Job Description - Director of Communications

Support the VP of Communications and the board in providing services to the ETPMI board, ETPMI members and prospective members.

#### Requested skills:

Microsoft Office products

Good oral and written communication skills

Project Management education or experience

#### Duties:

The Director of Communications will assist the VP of Communications in providing communications to the ETPMI board and ETPMI members including:

Assist in keeping records of Board Meetings

Assist in prompt notifications to members of upcoming events, such as chapter meetings

Assist in maintaining the ETPMI website

Other communications to membership

If you are interested in this position please contact Mark Smith, Director of Volunteers at [volunteers@etpmi.org](mailto:volunteers@etpmi.org).