



Job Description - Director of Membership

Support the VP of Membership 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 Membership will assist the VP of Membership in providing membership reports to the ETPMI board and resources to ETPMI members including:

Membership reminders

New Member packages

Other communication to membership

If you are interested in this position please contact Mark Smith, Director of Volunteers at volunteers@etpmi.org.