



## Professional Development Position

### Manager of K-12 Events

**Positions Available:** 1

Claim PDUs as Category "Giving Back"

#### Reports to:

Serve Squad Program Director

**Role:** Plan and execute deliverables for K-12 events

#### Responsibilities:

- Member in good standing with PMI & PMIGL.
- Time requirements are roughly 2 hours per week. Time requirements rise and lower as event dates near.
- Follow the lead of the Director in collaboration with Wayne State University and Serve Squad trainers. Serve Squad is an affiliate of PMIGL.
- Promote the project management profession and STEM career development through the planning and coordination of special events, i.e., workshops, speakers, etc. designed to enhance and expand the skills and knowledge of youth project managers in grades 9-12 and ages 13-19
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the Serve Squad interns and chapter as they relate to the logistics of events/programs.
- Oversee scheduling and coordinating moderation of events and presentations.
- Call-in to bi-weekly conference calls and specific event conference calls.
- Work closely with Serve Squad program Youth PM Trainers and WSU Social Worker Assistants to Identify Requirements, Plan, Execute, Monitor & Control, and Close all tasks related to each event.
- Non-inclusive list of responsibilities and deliverables:
  - Develop a schedule for accomplishing all the tasks for the event.
  - Coordinate all efforts in sync with the theme established by the Serve Squad Trainers and WSU Social Worker Assistants
  - Develop an agenda for the event.
  - Plan for food for the event (if applicable). Most events will be virtual. In person events may occur periodically so long as it is safe and practical to hold them.
  - Identify all Event-Day volunteer positions needed.
  - Coordinate with the Serve Squad Trainers and WSU Social Worker Assistants to market and publish the event.
  - Provide information to various Serve Squad and PMIGL members as required.

**Email Resume, Cover Letter, and Questions (if any) to:**

[tlogan@servesquad.org](mailto:tlogan@servesquad.org)