

Volunteer Description Position

Volunteer Opportunity Title: Copy Editor- Evaluator		
Department or Team: A Day in the Life Project	# of Positions:	8-10
Report to: Director, A Day in the Life Project		
Works with: IPM Day Board, Directors, etc.		
Contact email: volunteers@internationalpmday.org	Contact phone:	By skype
Posting date: 7/2/2012	Closing date:	11/30/2012
Description of Role : Under guidance and contact from the <i>Director, Copy Editor is</i> responsible for thoroughly reading submitted writings of project managers and evaluating materials according to checklist of qualifying criteria.		
Key Responsibilities : <ul style="list-style-type: none"> ▪ Must have worked on projects as project manager ▪ Have strong command of English language and English grammar and punctuation ▪ Work independently ▪ Address any concerns with material, language, grammar, or clarification of scope ▪ Able to dedicate reasonable and required time to evaluate written material ▪ Committed to upholding the Code of Ethics and Professional Conduct for PMI® project managers ▪ Confirm ability to meet deadlines for submitting initial and revised documents ▪ Make contact with translators and confirm accuracy of translation using independent traslator 		
Deliverables : <ul style="list-style-type: none"> ▪ Review up to 20 submitted writings (check list of evaluation criteria will be provided) ▪ Validate and Confirm/Deny article for next level review ▪ Submit summary evaluation report to Director for tracking % progress 		
Desired Background or Experience: <ul style="list-style-type: none"> ▪ Computer skills including Microsoft Office. ▪ Comfortable reading and fairly evaluating material without bias ▪ Self-motivated, able to work independently, set priorities and manage workloads with minimal supervision. ▪ Has reliable daily Internet access and is familiar with standard e-mail technology. ▪ 		
Estimate time commitment: 40-60 hours, July 2012 – September 2012	Type of interaction : Virtual	

Benefits:

- Opportunity to be listed as part of a written document that will be marketed worldwide
- The position ensures a flexible work schedule and work place adapted to the needs of your schedule
- Helps you build and strengthen your volunteer management experience
- Possibility to grow, serve and advance project management across the globe
- Opportunity to expand your network, connects with your peers, and increase your skills and qualifications as a leader
- Possibility to earn credits for credential maintenance

Additional Information ...

Challenges: Engaging volunteers in a primarily virtual environment presents some challenges that require a charismatic and engaging personality to overcome a perceived lack of physical interaction.

Boundaries: All volunteers must review, sign and comply with the Volunteer Code of Conduct.

Screening: Candidates will be asked to provide a resume and an application and will be selected based on their relevant experience and the material submitted for publication

Application process:

If you are interested in helping to develop the IPM Day, please submit IPMD Form-Vol-03 – (Volunteer Application) and your resume to volunteers@internationalpmday.org.