

## Volunteer Description Position

Volunteer Opportunity Title: <b>Project Manager-Writer</b>		
Department or Team: A Day in the Life Project	# of Positions:	100
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
<b>Description of Role :</b> Under guidance and contact from the <i>Director</i> , <i>PM-Writer</i> is responsible for creating written document related to project management work experience that is appropriate for sharing with PM community.		
<b>Key Responsibilities :</b> <ul style="list-style-type: none"> <li>▪ Must have worked on projects as project manager</li> <li>▪ Be able to develop a story that leads the readers to additional knowledge from your experience</li> <li>▪ Work independently and produce finished written document that needs minimal editing by team</li> <li>▪ Report any concerns with material, language, grammar, or clarification of scope</li> <li>▪ Able to dedicate reasonable and required time to develop quality written material</li> <li>▪ Committed to upholding the rules of the Codes of Ethics and Professional Conduct for PMI® PM's</li> <li>▪ Confirm ability to meet deadlines for submitting initial and revised documents</li> </ul>		
<b>Deliverables :</b> <ul style="list-style-type: none"> <li>▪ Written article (electronic copy) on project experience related to actual or creatively fabricated project management experience</li> <li>▪ 1-3 pages (8.5X11page), 2000—3000 words, font size 12</li> <li>▪ Free of spelling error and free of grammar errors</li> <li>▪ Products submitted in languages other than English must have English version provided</li> <li>▪ Products submitted in languages other than English – we need access to the translator</li> <li>▪ Details on translator will also be added to the credits in the finished book produced</li> </ul>		
<b>Desired Background or Experience:</b> <ul style="list-style-type: none"> <li>▪ Computer skills including Microsoft Office.</li> <li>▪ Self-motivated, able to work independently, set priorities and manage workloads with minimal supervision.</li> <li>▪ Has reliable daily Internet access and is familiar with standard email technology.</li> </ul>		
<b>Estimate time commitment:</b> 10-15 hours, July 2012 – September 2012		<b>Type of interaction :</b> Virtual

**Benefits:**

- Opportunity to be part of a written document that will be marketed worldwide
- List publication on resume for additional credibility for future opportunities
- 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](mailto:volunteers@internationalpmday.org).