



Women in Cable
Telecommunications™
Rocky Mountain

WICT RM Chair, Walk of Fame, Project Management

JOB BRIEF:

We are looking for an energetic individual who has a passion for organization, utilizing or practicing project management skills. Our Walk of Fame Project Management Chair will be instrumental to keeping the entire committee up to date with tasks and timelines for a successful event.

RESPONSIBILITIES:

Assist the Director, Walk of Fame with-

- Check and manage admin@wictrm.org mailbox, route emails, address questions, etc.
- Maintain project plan for Walk of Fame
- Handle logistics for Walk of Fame meetings: agendas, invitations, minutes, and follow up
- Manage file posting and organization to google drive
- Send weekly email status out to Walk of Fame Committee members with all necessary information
- Provide updates at board meetings as needed in place of Director

TIME COMMITMENT:

- All Board positions are a 2-year, volunteer commitment
- Monthly Board Meeting
- Weekly Walk of Fame meetings over a six-month time span Dec-May
- ~4 hours per week for different tasks assigned above
- Expectation to participate in WICT events whenever possible (~2 times per month)
- Additional time as needed

CORE SKILLS:

- Facilitation experience
- Proficiency with programs, such as Microsoft Word, Excel, PowerPoint
- Attention to detail
- Experience with or learning project management and looking for a safe place to practice

Email wict.rm.wof@gmail.com with your interest in learning more!