



ROLES AND RESPONSIBILITIES

The Volunteer is an integral member of the PCM with the objective of support the mission of promoting and advancing project controls by building an ever-increasing network of project control professionals for the organization.

In conjunction with the development team, the volunteer is responsible for, orientation, project planning, implementation and supervision of PCM activities, the volunteer will work closely with the PCM assigned Event manager for fundraising of events with back office and marketing support of PCM group.

The position requires a clear communicator, both verbal and written, possessing excellent time management skills and a demonstrable willingness to contribute to the project controls community. It is expected that a volunteer will have the highest standards of behavior, detail orientation, collaborative mannerisms and work ethics.

Duties/Responsibilities:

- Assists in the planning, procurement, implementation and logistical support for PCM events
- Actively co-ordinate pre, during and post event activities.
- Appoint two supporting volunteers
- Assist in marketing of event
- Selection of venue
- Report to the assigned event manager
- Assisting invitees if needed before and during event
- Help PCM team in raising sponsorship
- Ensure smooth execution at the day of event
- Any other task as required by the organizing PCM