



**PCMA Southeast Chapter
Board of Directors Position Description**

Position Title: ***Director of Community Service***
Reports to: Chapter President

POSITION SUMMARY:

The Director of Community Service is responsible for securing, promoting and executing the Chapter's community service projects. **This position is responsible for leading the Chapter's Community Service Committee of Volunteers on all community service initiatives of the PCMA SE Chapter.**

Statement of Purpose: Plan and execute chapter community service projects

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Board & Leadership

- Accordance with all bylaws and policies mandated by Chapter and PCMA National
- Attend and participate in monthly board meetings, which are conference call and in-person throughout the year
- Attend and participate in an annual board retreat (typically Thursday – Saturday)
- Organize, manage and lead a committee of volunteers
- Accountability for tracking and execution of operational tasks relating to position
- Support initiatives and programs held by the chapter
- Manage budget for any associated costs for chapter's community service projects
- Create a succession plan and train successor toward end of term

Community Service Planning & Execution

- Secure volunteer projects with an effort to maximize member engagement and participation
- Look for and suggest opportunities to incorporate volunteer concepts within existing events organized for the chapter
- Assist with community service events marketing by providing marketing ideas to help promote event through PCMA SE Chapter marketing vehicles
- Oversee all planning, logistics and execution of community service projects
- Lead community service projects onsite and serve as point person
- Organize efforts for donations collection throughout the year at Chapter's educational programs

Website, Social Media & Online Community Management

- Write and submit program information for Chapter News on website and subsequent newsletter
- Assist with social media postings to generate interest and participation

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable of PCMA
- Ability to outline needs, target charitable organizations, and effectively engage membership for participation
- Ability to work in a fast-paced environment and meet deadlines
- Ability to work on own and delegate tasks
- An excellent, open, articulate, and personable communicator with diplomatic and persuasive communication skills
- Proficient in MS Office (Word, Excel, PowerPoint)

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing work
- Ability to travel by air or ground transportation as required in performing the work and abilities as described to perform the job on a consistent basis.