

zNextGen Deputy Project Manager Job Description

POSITION OVERVIEW:

- The “go-to” volunteer for the Project Manager - helps to lead and manage the team and project, as well as work on tasks and initiatives assigned to you.
- Year-round commitment and enthusiasm needed!

ESSENTIAL FUNCTIONS:

- Maintain a familiarity with the SHARE By-laws, policies and practices, and sign a statement to that effect each year.
- Ensure that all Project Volunteers maintain a familiarity with the SHARE By-laws, policies and practices, and sign a statement to that effect each year.
- Participate actively and regularly in the preparation of, planning for, and attendance of SHARE events and encourage all other Project Volunteers to do the same.
- Maintain an up-to-date mailing list of all Project Volunteers, and ensure that the SHARE master VIP list is kept up-to-date.
- Provide well planned, timely, and informative open sessions for the meetings, in addition to the project working sessions.
- Work with Conference Operations, Programs, and roster volunteers to determine the type of sessions needed.
- Comply with all scheduling guidelines and deadlines.
- Work to minimize the expense of special A/V, while maintaining high quality in the sessions.
- Brief all session chairpersons on their responsibilities
- Attend:
 - All-hands meeting
 - General Session
 - Volunteer Appreciation Lunch
 - Speaker Reception
 - Project Dinner
 - Feedback Session
- Keep the Project membership well informed of project activities.
- Write periodic "Thank you" letters to project officers (and to their management, if requested).
- Maintain a good working relationship with the IBM Project Representative.
- Maintain an active dialogue with the Project Managers.

QUALIFICATIONS & SKILLS:

- The “go-to” volunteer for the Project Manager
- Assist in leading the Project
- Fill in as needed when the Project Manager is not available

DIRECT REPORTS:

- Project Officer(s)

Approved by:	WTH
Date approved:	1/25/2018
Reviewed by:	