

Volunteer Position: Workshop Champion

Committee: Education Committee

Committee Mission:

The Education Committee provides outreach, experience, and education to industry professionals and students. The Committee's goals are:

- To focus on developing A/E/C-relevant training sessions and webinars;
- To reach students at the high school and college levels with relevant educational opportunities and educate them about opportunities in A/E/C;
- To promote the CPSM certification, create study groups, and offer CEU opportunities for CPSM registrants.

Volunteer Contribution:

The Workshop Champion will work with the Committee to strategize and accomplish the activities and goals of the Education Committee. The Workshop Champion will be responsible for leading 1-2 education workshops for the current program year. They will also assist other committee members with the preparation and execution of other education workshops and CPSM study groups as needed. In addition, the Workshop Champion will help with other Education Committee initiatives as applicable, such as promoting SMPS to students and young professionals.

Estimated Time Commitment:

3-4 hours per month

Responsibilities:

- Attend and actively participate in monthly Education Committee meetings
- Assist the Education Committee in developing a strategy for engaging educational workshops throughout the program year.
- Organize 1-2 education workshops per year:
 - Find a speaker for your assigned topic
 - Discuss the education workshops goals and topics with the speaker
 - Develop a workshop description for advertising the event
 - Send speaker a 'program speaker opportunities' handout and coordinate with Communications Committee on promotion of the program
 - Arrange a dry run with the speaker
 - Lead the education workshop, introducing the speaker and guiding the conversation and Q&A during the session.
- Be present at all other Education Committee meetings, sessions and activities.
- Act as silent tech support for education workshops led by other Committee Members as needed.
- Participate in CPSM program activities as applicable

Professional Development:

- Meeting and Event Facilitation Using the Webinar Jam Platform and Zoom
- Strategic Planning
- Networking and Building Professional Relationships
- Content planning
- Program Development

Requirements:

- Ability to attend all monthly committee meetings
- Active participation in developing committee strategies
- Strong written and verbal communication skills
- Strong desire and ability to lead individual initiatives alone or with a partner
- Ability to learn quickly as it pertains to webinar facilitation platforms

For more information please contact: Carly Olson and Katelyn Birge, SMPS CT Education Committee Co-Chairs at education@smpsct.org.

About SMPS Connecticut: *The Connecticut Chapter of SMPS was created in 1982 as the Southern New England Chapter. In 2004, we realigned our focus and were renamed to align more closely with our core geographic membership in Connecticut. SMPS CT's membership includes over 100 professional marketers from all over the state and at all levels and stages of their careers. We join SMPS National in extending our mission to ADVOCATE for, EDUCATE, and CONNECT leaders in the building industry. SMPS CT's vision is for premier professional service firms to recognize SMPS as their most trusted resource for building business and achieving success.*