

Volunteer Position: Job Bank Chair / Co-Chair **Committee: Job Bank Committee**

Committee Mission:

An important part of the SMPS CT mission is to support our members' career development and advancement. We provide a forum for locating career opportunities and for companies to seek skilled marketers in the A/E/C industry.

Volunteer Contribution:

The Program Chair (and Co-Chairs) are the individual(s) responsible for managing the job bank for the SMPS CT chapter. Their duties include maintaining the job bank listings and coordinating with companies seeking applicants.

Estimated Time Commitment:

4 hours per month.

Responsibilities:

- Check smpsct.org classified section weekly to see if new postings have been added
 - Be sure that each posting contains an email or web address where applicants can post, SMPS does not collect applicants
 - Follow-up with company contact and provide a link to their posting once it is live
 - Follow-up with expiring postings to see if positions have been filled or if a renewal is needed
 - Log inquiries of people looking for new positions, notify them of business confidentially filling positions or who have posted
 - Store resumes of people looking for a position and forward to firms who are hoping to hire
 - Promote marketing interns, store resumes
 - Notify membership committee when an opening has been filled so they can reach out
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- **Professional Development:**
 - Leadership Skills
 - Networking and Building your Industry Network
 - Budget Development

Requirements:

- Attend all monthly board meetings and committee meetings
- Strong leadership and delegation skills
- Strong written and verbal communication skills
- Strong organizational skills

- Ability to learn quickly as it pertains to databases and back-end website dashboards

For more information please contact: Beth Taylor, SMPS CT Job Bank Committee Chair at jobbank@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.*