



Project Management Institute
Northern Alberta Chapter

Position: Marketing Delivery Associate (2 positions)

Are you looking to give back to the community and make a difference? Well, there are exciting opportunities to volunteer within the Marketing Portfolio of the Project Management Institute Northern Alberta Chapter (PMINAC). You will be part of a vibrant team that is promoting Project Management in local business community.

The Opportunity

As Marketing Delivery Associate, you will perform a range of functions in support of sponsorship program fulfillment, delivery of benefits and promotion of PMINAC brand.

Position Requirements

- Support the promotional campaign; interact with vendors on the behalf of the Director, Brand Development ; and assist with marketing materials development and distribution
- Ensure that potential sponsors receive latest marketing brochures, materials, and print information as soon as they are produced
- Ensure program deliverable are supplied to the paid sponsors throughout the course of the year
- Ensure program materials, policies, target schedule are maintained and invoicing is accurately processed and documented
- Proactively seek out opportunities in the local market for better utilization of existing display materials
- Coordinate booth display at strategic locations
- Estimated Effort - 15 - 20 hours per month
- Position is eligible for Professional Development Units (PDU) according to PMI CCR

Contact the [VP Marketing](#) by **February 29, 2012** if you are interested or to request for additional information about this position.

PMINAC was founded in 1981 and covers the geographic area of northern Alberta and the NWT. Our vision is to be the pre-eminent project management leader in the Northern Alberta Chapter community so that individuals and organizations will embrace project management and attribute their success to it. With close to 1400 members from different industry sectors, the Chapter strives to provide its members with a variety of opportunities for both career and personal growth through education, collaboration, networking and special events.