



Seattle SHRM Deputy Director of Professional Development
Volunteer Role

Role Overview:

This position serves as a key support role to the Director of Professional Development, assisting in the coordination and execution of professional development activities for Seattle SHRM and their members. You will contribute to program planning, speaker recruitment, event management, and member engagement.

Responsible To:

- Director of Professional Development
- Chapter President

Responsibilities:

- **Program Support:**
 - Assist the Director of Professional Development in planning and coordinating program committee meetings.
 - Assist the Director of Professional Development in curating a comprehensive conference program, including keynote speakers, breakout sessions, workshops and networking
 - Research potential topics and speakers for educational events and conference
 - Provide administrative support for program/conference development and implementation.
- **Event Coordination:**
 - Collaborate with the Directors and executive director on meeting arrangements.
 - Assist in preparing event materials, including speaker bios and headshots and other marketing or promotional campaigns
 - Coordinate with speakers and vendors to ensure smooth event execution.
- **Member Engagement:**
 - Support the Director in engaging members in professional development activities.
 - Collect and analyze member feedback to inform future programming.
 - Help conduct a thorough evaluation of the programming events and conference to gather feedback from attendees, speakers, and sponsors
 - Assist with promoting events and encouraging member participation.
- **Administrative Support:**

- Provide administrative support for the Directors, including managing calendars, scheduling meetings, and handling correspondence.
- Assist with preparing reports and presentations.
- Maintain records and documentation related to professional development and conference related activities.

Qualifications:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Attention to detail and ability to multitask.
- Interest in professional development and HR topics.
- Ability to work effectively in a team environment.

Commitment:

- Attend all monthly chapter and board meetings.

This position offers the opportunity to contribute to the success of the Chapter's professional development programs and support the Director in providing valuable learning opportunities for HR professionals.

Resources Available:

- SHRM supplies the following resources for chapter directors
 - Chapter Position Descriptions
 - [SHRM Volunteer Resource Center](#)
 - [SHRM Volunteer Leader Webcasts](#)

Commitment:

As a member of the Seattle SHRM Board of Directors, the Deputy Director of Professional Development & Conference is expected to dedicate a significant amount of time to supporting and advancing the Chapter's professional development initiatives. Regular attendance at meetings and active participation in strategic planning, board discussions, professional development and conference related events are essential.