

PMI-OC Chapter

Open Volunteer opportunities – December 1, 2025

For more Details, please contact Stephane Savary - director.volunteers@pmi-oc.org

<u>Operations</u> <u>Industry Affinity Group</u> ● Event Project Manager Job – Organize impactful events which serve and grow the PMI-OC membership Click here - For more detail <u>Mentorship</u> ● Director of Mentorship Program Job – Manage a 4 or 6 month Mentorship Program, which includes 3 milestone events: Cohort Kick-off, Midpoint Mixer, and Graduation Click here - For more detail Time Commitment – 10-15 hours per month ● Mentorship Coordinator Job – Ensure that the new mentor-mentee candidates are paired together Click here - For more detail Time Commitment – 4-10 hours per month	<u>Dinner/Breakfast Program</u> ● Dinner Program Coordinator Job – Help plan dinner and other events and coordinate tasks ● Dinner Program Manager Job – Manage the successful planning and execution of Dinner/Breakfast meetings ● Dinner Program Architect Job – TBD <u>Education</u> ● PM – Education Program (3) Job – As a PM, support the Education Program Click here - For more detail Time Commitment – 10-15 hours per month <u>Book Club - None</u>
<u>Administration & Technology</u> <u>Information Technology (IT) - None</u> <u>Online Programs</u> ● Pivotal Webinar Lead Job – As a lead, support and help with Webinars setup for PMI-OC Time Commitment – 10-12 hours per month ● Webinars Support Specialist Job – Support different Project Management related Webinars to provide top-notch info for the community Time Commitment – 5-10 hours per month ● Webinars Support Leader Job - Support different Project Management related Webinars to provide top-notch info for the community Time Commitment – 5-10 hours per month	<u>Publications</u> ● SEO/WP Coordinator Job – Help with publications Time Commitment – 5-10 hours per month ● Content Contributor Chair Job – Help with content review, finalize and publish for the PMI Newsletters Time Commitment – 5-10 hours per month ● Content Contributor Job – Help with content review <u>Knowledge Management & Business Processes - None</u>
<u>Finance</u> <u>Financial Accounting</u> ● Financial Accounting Project Manager Budgeting and Forecasting Job – Take on special projects for the Financial Accounting department Click here - For more detail Time Commitment - 15-20 hours per month ● Accounts Payable Job – Issue checks and electronic payments Time Commitment - 5-10 hours per month	<u>Finance Events</u> ● Ad Hoc Events Coordinator Job – Help with coordinating the finance aspects of the PMI-OC events. Time Commitment – 10-15 hours per month <u>Advanced Topic Seminars (ATS) - None</u>

● Accounts Payable Special Projects PM Job – Issue checks and electronic payments Special Projects Time Commitment - 5-10 hours per month ● Finance Department Bank of America Lead Job – Reconcile the PMI-OC checking accounts to the source deposits and withdrawals Click here - For more detail Time Commitment - 3-5 hours per month	<u>Contracts</u> ● Contract Manager (2) Job – Assist PMI-OC with contract-related activities including reviewing, drafting, negotiating, and managing contracts Click here - For more detail Time Commitment - 10-20 hours per month
<u>Communications</u>	
<u>Digital Media</u> ● Multimedia Lead Job – TBD Time Commitment - 5-10 hours per month	<u>Marketing - None</u> <u>Career Development - None</u>
<u>Strategy</u>	
● Board of Governor Deputy Job – TBD <u>Strategic Planning - None</u> <u>PMO – None</u>	<u>Volunteer Team</u> ● Volunteer Relations Manager Job – Manage the volunteer relations, reach out to volunteers to check on a regular basis Click here - For more detail Time Commitment – 5-10 hours per month
<u>Programs</u>	
<u>Sponsorship</u> ● Sponsorship Specialist (2 Positions) Job – Recruit, manage and coordinate the sponsorship activities of PMI-OC Time Commitment – 5-10 hours per month Click here - For more detail <u>Community Outreach - None</u>	<u>Professional Development (PDD) - None</u> <u>Networking</u> ● Networking Specialist (2) Job – Responsible for planning, organizing, and coordinating various types of social networking events Time Commitment – 12-20 hours per month
<u>Memberships</u>	
<u>NMO Team</u> ● NMO coordinator Time Commitment - 5-10 hours per month <u>Membership Team</u> ● Members Recruitment Manager Job – Help recruit new members to the chapter Time Commitment – 0.5-3 hours per week <u>Academic Outreach</u> ● Academic Outreach Project Manager Job – Assist PMIOC’s University Outreach department to accomplish annual goals and activities. Promote chapter mission and project management awareness. Click here - For more detail Time Commitment - 5-10 hours per month	<u>Corporate Outreach</u> ● Relationship Manager (3) Job – Develop and maintain relationships with Project Management Office Leaders at companies in Orange County Click here - For more detail Time Commitment - 3-5 hours per week ● Project Manager Job – Be support for marketing operations and reporting progress made by the team Click here - For more detail Time Commitment - 3-5 hours per week <u>Military (Veterans) Outreach - None</u>