For more Details, please contact Niketa Mehta - director.volunteers@pmi-oc.org

Operations

Mentorship

● **Mentee Coordinator**

Job – Help engage mentee's, support mentorship program and ensure new mentor-mentee candidates are paired together.

Time Commitment – 10-15 hours per month

Industry Affinity Group

● **Event Project Manager**

Job - Collect and assist in defining events and requirements, plan event content, venue, advertising, execution, and closure.

Time commitment – 10-15 hours per month

● **Dinner Registration Coordinator**

Job - Help with Dinner registration and event coordination to plan dinner and other events.

Time Commitment – 10-15 hours per month

Dinner/Breakfast Program

● **Dinner Program Architect**

Job - Help to plan and architect dinner and coordinate other event tasks.

Time Commitment – 10-15 hours per month

Education

● **IT/Education Support Specialist**

Job – Support IT activities for PMI-OC

Time Commitment – 10-15 hours per month

● **PM – Education Program (5 Positions)**

Job – As a PM Support the Education Program

Time Commitment – 10-15 hours per month

Administration & Technology

Information Technology (IT)

● **None**

Knowledge Management

● **No Openings**

Publications

● **SEO/WP Coordinator**

Job - Help with publications

Time Commitment – 5-10 hours per month

● **Content Contributor**

Job - Help with content review, finalize and publish for the PMI Newsletters

Time Commitment – 5-10 hours per month

Online Programs

● **Study Groups Chair**

Job – Help and support Study groups for PMI-OC

Time Commitment – 10-15 hours per month

● **Study Group Instructor**

Job – As a Study Group instructor conduct the study group sessions setup for PMI-OC

Time Commitment – 10-15 hours per month

● **Pivotal Webinar Lead**

Job – As a lead support and help with Webinars setup for PMI-OC

Time Commitment – 10 -12 hours per month

● **Speaker and Sponsorship Coordinator**

Job - Play a crucial role for the PMI-OC Chapter by building long-term mutually beneficial relationships with Sponsors and manage communications between sponsors and PMI-OC

Time commitment – 10-15 hours per month

Finance

Financial Accounting ● **Payment Card Manager** **Job** - On a monthly basis, the Payment Card Manager receives expense reports from volunteers that are using the chapter's payment cards. The Payment Card Manager reviews the expense reports to make sure all processes, procedures and approvals are followed. **Time Commitment** – 10 -15 hours per month	**Finance Events** ● **Ad Hoc Events Coordinator** **Job** – Help with coordinating the finance aspects of the PMI-OC events. **Time Commitment** – 10-15 hours per month **Advanced Topic Seminars (ATS)** ● **No openings** **Contracts** ● **No openings**

Communications

Marketing ● **Event Marketing Manager** **Job** - Collaborate with stakeholders to create marketing plans for events, interact with key resources within PMI-OC and facilitate marketing of events for PMI-OC **Time Commitment** – 15-20 hours per month **Outreach and Veterans** ● **University Outreach Lead** **Job** - Assist PMIOC's University Outreach department to accomplish annual goals and activities, promote chapter mission and project management awareness. **Time Commitment** – 10-12 hours per month ● **Military Outreach Lead** **Job** - Assist PMIOC's Military Outreach department to accomplish annual goals and activities, promote chapter mission and project management awareness. **Time Commitment** – 10-12 hours per month	**Professional Development (PD)** ● **Events and Technology Coordinator** **Job** - The Events and Technology Coordinator collaborates with all internal PMI-OC teams to facilitate successful execution of event related activities and tasks and ensures technology used to host or assist events is set up. **Time Commitment –** 15 – 20 hours per month **Digital Media** ● **Photographer Chair** **Job** - Manage photography team and support all events. **Time Commitment** – 15 hours per month ● **Photographer** Job - Take photographs at all PMI-OC events. Time Commitment – 15 hours per month

Strategy

Strategic Planning ● **Board of Governors – Deputy** **Job** – Attend all strategy meetings, support BOG with meeting planning, documentation and felicitation. **Time Commitment** – 15-20 hours per month **Membership** ● **Membership Orientation Chair** **Job** – Help with membership management, orientation, and retention. **Time Commitment** – 15 hours per month	**Volunteer Team** ● **Volunteer Registration Manager** **Job** - Attend PMI-OC events (Dinner, Breakfast, New Member etc.), recruit volunteers and onboard **Time Commitment** – 20 hours per month **PMO** ● **None**

Programs	
Networking ● **Networking Coordinator** **Job** - Responsible for planning, organizing, and coordinating various types of social networking events. **Time Commitment** – 12-20 hours per month **Sponsorship** ● **Sponsorship Specialist (2 Positions)** Support the Director of Sponsorship with managing/coordinating the sponsorship for the PMI-OC **Time Commitment** – 5-10 hours per month	**Professional Development (PDD)** ● **None** **Professional Day of Service** ● **Professional Day of Service Specialist** Job - The PDoS Specialist is primarily tasked with providing support to the Director of PDoS in planning and execution of the PMI-OC Professional Day Time Commitment - 10-15 hours per month ● **Volunteer professional day of service.** Job – Support PM day of Service team with the event activities Time Commitment – 10-15 hours per month