

# PMI-OC Chapter

## Open Volunteer opportunities – May 13, 2024

For more Details, please contact Narmela Sargis - [director.volunteers@pmi-oc.org](mailto:director.volunteers@pmi-oc.org)

<p><b><u>Operations</u></b></p> <p><b><u>Industry Affinity Group</u></b></p> <ul style="list-style-type: none"> <li>● <b>Event Project Manager</b>  <b>Job</b> - Collect and assist in defining events and requirements, plan event content, venue, advertising, execution, and closure.  <b>Time commitment</b> – 10-15 hours per month</li> </ul> <p><b><u>Mentorship</u></b></p> <ul style="list-style-type: none"> <li>● <b>Mentee Coordinator</b>  <b>Job</b> – Help engage mentees, support mentorship programs and pair mentor-mentee candidates.  <b>Time Commitment</b> – 10-15 hours per month</li> <li>● <b>Book Club Program Coordinator</b>  <b>Job</b> – Plan and Support Book club events  <b>Time Commitment</b> – 10-15 hours per month</li> </ul>	<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>● <b>PM – Education Program (4 Positions)</b>  <b>Job</b> – As a PM Support the Education Program  <b>Time Commitment</b> – 10-15 hours per month</li> <li>● <b>Academics Lead</b>  <b>Job</b> – Assist PMIOC’s University Outreach department to accomplish annual goals and activities, promote mission and project management.  <b>Time Commitment</b> – 10 – 15 hours per month</li> <li>● <b>IT/Education Support Specialist</b>  <b>Job</b> – Support IT activities for PMI-OC  <b>Time Commitment</b> – 10-15 hours per month</li> </ul>
<p><b><u>Administration &amp; Technology</u></b></p> <p><b><u>Information Technology (IT) - None</u></b>  <b><u>Knowledge Management - None</u></b></p> <p><b><u>Publications</u></b></p> <ul style="list-style-type: none"> <li>● <b>SEO/WP Coordinator</b>  <b>Job</b> - Help with publications  <b>Time Commitment</b> – 5-10 hours per month</li> <li>● <b>Content Contributor Chair</b>  <b>Job</b> - Help with content review, finalize and publish for the PMI Newsletters  <b>Time Commitment</b> – 5-10 hours per month</li> <li>● <b>Content Contributor</b>  <b>Job</b> - Help with content review, finalize and publish for the PMI Newsletters  <b>Time Commitment</b> – 5-10 hours per month</li> </ul> <p><b><u>Online Programs</u></b></p> <ul style="list-style-type: none"> <li>● <b>Director of Online Programs</b>  <b>Job</b> – Manage the online program tasks and support the online seminar, study teams.  <b>Time Commitment</b> – 15-20 hours per month</li> </ul>	<p><b><u>Online Programs</u></b></p> <ul style="list-style-type: none"> <li>● <b>Webinars Program Manager</b>  <b>Job</b> - Support the webinars setup for PMI-OC, work with the team to keep the online programs up to date and add new programs.  <b>Time Commitment</b> – 20 hours per month</li> <li>● <b>Study Groups Chair</b>  <b>Job</b> – Help and support Study groups for PMI-OC  <b>Time Commitment</b> – 10-15 hours per month</li> <li>● <b>Study Group Instructor (2)</b>  <b>Job</b> – As a Study Group instructor conduct the study group sessions setup for PMI-OC  <b>Time Commitment</b> – 10-15 hours per month</li> <li>● <b>Speaker and Sponsorship Coordinator</b>  <b>Job</b> – Build long-term mutually beneficial relationships with Sponsors and manage communications between sponsors and PMI-OC  <b>Time commitment</b> – 10-15 hours per month</li> <li>● <b>Pivotal Webinar Lead</b>  <b>Job</b> – As a lead support and help with Webinars setup for PMI-OC  <b>Time Commitment</b> – 10 -12 hours per month</li> </ul>
<p><b><u>Finance</u></b></p> <p><b><u>Financial Accounting</u></b></p>	<p><b><u>Finance Events</u></b></p>

<ul style="list-style-type: none"> <li>● <b>Payment Card Manager (2)</b></li> </ul> <p><b>Job</b> - On a monthly basis, the Payment Card Manager receives expense reports from volunteers that are using the chapter's payment cards, reviews the expense reports, and makes sure all processes, procedures and approvals are completed.</p> <p><b>Time Commitment</b> – 10 -15 hours per month</p>	<ul style="list-style-type: none"> <li>● <b>Ad Hoc Events Coordinator</b></li> </ul> <p><b>Job</b> – Help with coordinating the finance aspects of the PMI-OC events.</p> <p><b>Time Commitment</b> – 10-15 hours per month</p> <p><b><u>Financial Accounting</u></b></p> <ul style="list-style-type: none"> <li>● <b>Project Manager Budgeting and Forecasting</b></li> </ul> <p><b>Job</b> – Help with Budgeting and forecasting the financials for PMI-OC chapter.</p> <p><b>Time Commitment</b> – 10-15 hours per month</p>
<b><u>Communications</u></b>	
<p><b><u>Marketing</u></b></p> <ul style="list-style-type: none"> <li>● <b>Event Marketing Manager</b></li> </ul> <p><b>Job</b> - Collaborate with stakeholders to create marketing plans for events, interact with key resources within PMI-OC and facilitate marketing of events.</p> <p><b>Time Commitment</b> – 15-20 hours per month</p>	<p><b><u>Outreach</u></b></p> <ul style="list-style-type: none"> <li>● <b>Director of Military Outreach</b></li> </ul> <p><b>Job</b> - Assist PMIOC's Military Outreach department to accomplish annual goals and activities, promote chapter mission and project management awareness.</p> <p><b>Time Commitment</b> – 10-12 hours per month</p> <ul style="list-style-type: none"> <li>● <b>Military Outreach Lead</b></li> </ul> <p><b>Job</b> - Assist PMIOC's Military Outreach department to accomplish annual goals and activities, promote chapter mission and project management awareness.</p> <p><b>Time Commitment</b> – 10-12 hours per month</p>
<b><u>Strategy</u></b>	
<p><b><u>Strategic Planning</u></b></p> <ul style="list-style-type: none"> <li>● <b>Director of Strategic Planning</b></li> </ul> <p><b>Job</b> – Manage Strategic Planning Events, Annual Meetings, support Board meetings every month.</p> <p><b>Time Commitment</b> – 15 hours per month</p> <p><b>PMO - None</b></p>	<p><b><u>Volunteer Team</u></b></p> <ul style="list-style-type: none"> <li>● <b>Volunteer Registration Manager</b></li> </ul> <p><b>Job</b> - Attend PMI-OC events (Dinner, Breakfast, New Member etc.), recruit volunteers and onboard</p> <p><b>Time Commitment</b> – 20 hours per month</p>
<b><u>Programs</u></b>	
<p><b><u>Sponsorship</u></b></p> <ul style="list-style-type: none"> <li>● <b>Sponsorship Specialist (2 Positions)</b></li> </ul> <p><b>Job</b> - Support the Director of Sponsorship with managing the sponsorship for the PMI-OC</p> <p><b>Time Commitment</b> – 5-10 hours per month</p> <p><b><u>Professional Development (PDD)</u></b></p> <ul style="list-style-type: none"> <li>● <b>None</b></li> </ul>	<p><b><u>Community Outreach</u></b></p> <ul style="list-style-type: none"> <li>● <b>Community outreach specialist (3)</b></li> </ul> <p><b>Job</b> - Specialist will provide support to the Director of Community Outreach in planning and execution of the Professional Day</p> <p><b>Time Commitment</b> - 10-15 hours per month</p>