

PMI-OC Chapter
Open Volunteer opportunities – June 17, 2024

For more Details, please contact Narmela Sargis - director.volunteers@pmi-oc.org

<p><u>Operations</u></p> <p><u>Industry Affinity Group</u></p> <ul style="list-style-type: none"> • 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 <p><u>Mentorship</u></p> <ul style="list-style-type: none"> • Mentee Coordinator Job – Help engage mentees, support mentorship programs and pair mentor-mentee candidates. Time Commitment – 10-15 hours per month • Book Club Program Coordinator Job – Plan and Support Book club events Time Commitment – 10-15 hours per month 	<p><u>Education</u></p> <ul style="list-style-type: none"> • PM – Education Program (3 Positions) Job – As a PM Support the Education Program Time Commitment – 10-15 hours per month • IT/Education Support Specialist Job – Support IT activities for PMI-OC Time Commitment – 10-15 hours per month
<p><u>Administration & Technology</u></p> <p><u>Information Technology (IT)</u></p> <ul style="list-style-type: none"> • Google Apps Team Support Engineer Job - Help with Google app setup Time Commitment – 5-10 hours per month <p><u>Knowledge Management - None</u></p> <p><u>Publications</u></p> <ul style="list-style-type: none"> • 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, finalize and publish for the PMI Newsletters Time Commitment – 5-10 hours per month 	<p><u>Online Programs</u></p> <ul style="list-style-type: none"> • Webinars Program Manager Job - Support the webinars setup for PMI-OC, work with the team to keep the online programs up to date and add new programs. Time Commitment – 20 hours per month • Study Groups Chair Job – Help and support Study groups for PMI-OC Time Commitment – 10-15 hours per month • Study Group Instructor (2) Job – As a Study Group instructor conduct the study group sessions setup for PMI-OC Time Commitment – 10-15 hours per month • Speaker and Sponsorship Coordinator Job – Build long-term mutually beneficial relationships with Sponsors and manage communications between sponsors and 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

<p><u>Finance</u></p> <p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> • Payment Card Manager (2) <p>Job - 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>Time Commitment – 10 -15 hours per month</p>	<p><u>Finance Events</u></p> <ul style="list-style-type: none"> • Ad Hoc Events Coordinator <p>Job – Help with coordinating the finance aspects of the PMI-OC events.</p> <p>Time Commitment – 10-15 hours per month</p> <p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> • Project Manager Budgeting and Forecasting <p>Job – Help with Budgeting and forecasting the financials for PMI-OC chapter.</p> <p>Time Commitment – 10-15 hours per month</p>
<p><u>Communications</u></p> <p><u>Marketing - None</u></p> <p><u>Digital Media - None</u></p> <p><u>Outreach</u></p> <ul style="list-style-type: none"> • Military Outreach Lead <p>Job - Assist PMIOC's Military Outreach department to accomplish annual goals and activities, promote chapter mission and project management awareness.</p> <p>Time Commitment – 10-12 hours per month</p>	<p><u>Outreach</u></p> <ul style="list-style-type: none"> • Director of Military Outreach <p>Job - Assist PMIOC's Military Outreach department to accomplish annual goals and activities, promote chapter mission and project management awareness.</p> <p>Time Commitment – 10-12 hours per month</p>
<p><u>Strategy</u></p> <p><u>Strategic Planning - None</u></p> <p><u>PMO - None</u></p>	<p><u>Volunteer Team - None</u></p>
<p><u>Programs</u></p> <p><u>Sponsorship</u></p> <ul style="list-style-type: none"> • Sponsorship Specialist (2 Positions) <p>Job - Support the Director of Sponsorship with managing the sponsorship for the PMI-OC</p> <p>Time Commitment – 5-10 hours per month</p> <p><u>Professional Development (PDD)</u></p> <ul style="list-style-type: none"> • Director of PDD <p>Job – Manage the PDD tasks and support the PDD Events</p> <p>Time Commitment – 15-20 hours per month</p> <ul style="list-style-type: none"> • Speaker Coordinator <p>Job – Manage the PDD tasks and get speakers</p> <p>Time Commitment – 15-20 hours per month</p>	<p><u>Community Outreach</u></p> <ul style="list-style-type: none"> • Community outreach specialist (3) <p>Job - Specialist will provide support to the Director of Community Outreach in planning and execution of the Professional Day</p> <p>Time Commitment - 10-15 hours per month</p>