

PMI-OC Chapter
Open Volunteer opportunities – Oct 24, 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 and Aerospace Manager (2 positions) 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"> ● Mentor Coordinator Job – Help engage mentors, 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>Dinner-Breakfast Program</u></p> <ul style="list-style-type: none"> ● Director of Dinner Meetings Job – As a Director of Dinner Meetings Support the dinner meeting setup, logistics and coordination of the event Time Commitment – 20-25 hours per month
<p><u>Administration & Technology</u></p> <p><u>Information Technology (IT)</u> - None</p> <p><u>Knowledge Management</u> - None</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"> ● Project Manager Budgeting and Forecasting Job – Help with Budgeting and forecasting the financials for PMI-OC chapter. Time Commitment – 10-15 hours per month 	<p><u>Finance Events</u></p> <ul style="list-style-type: none"> ● Ad Hoc Events Coordinator Job – Help with coordinating the finance aspects of the PMI-OC events. Time Commitment – 10-15 hours per month
<p><u>Communications</u></p>	
<p><u>Outreach</u></p> <ul style="list-style-type: none"> ● 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 ● Director of Military Outreach 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 	<p><u>Marketing - None</u></p> <p><u>Digital Media</u></p> <ul style="list-style-type: none"> ● Social Media Specialist Job - Assist with promoting chapter mission and project management awareness on social media Time Commitment – 10-12 hours per month
<p><u>Strategy</u></p>	
<p><u>Strategic Planning - None</u></p> <p><u>PMO – None</u></p> <p><u>Memberships</u></p> <ul style="list-style-type: none"> ● Membership Relations Manager Job – Manage membership data, reach out to members and complete monthly reporting Time Commitment – 15-20 hours per month 	<p><u>Volunteer Team</u></p> <ul style="list-style-type: none"> ● Volunteer Data Manager Job – Manage the volunteer data and provide monthly reporting on volunteer activities Time Commitment – 15-20 hours per month
<p><u>Programs</u></p>	
<p><u>Sponsorship</u></p> <ul style="list-style-type: none"> ● Sponsorship Specialist (2 Positions) Job - Support the Director of Sponsorship with managing the sponsorship for the PMI-OC Time Commitment – 5-10 hours per month <p><u>Professional Development (PDD)</u></p> <ul style="list-style-type: none"> ● Director of PDD Job – Manage the PDD tasks and support the PDD Events Time Commitment – 15-20 hours per month ● Speaker Coordinator Job – Manage the PDD tasks and get speakers Time Commitment – 15-20 hours per month 	<p><u>Community Outreach</u></p> <ul style="list-style-type: none"> ● Directory of Community outreach Job – As Director of Community Outreach help reach out to communities to share what PMI offers and help get participation in various chapter events Time Commitment - 10-15 hours per month ● Community outreach specialist (3) Job - Specialist will provide support to the Director of Community Outreach in planning and execution of the Professional Day Time Commitment - 10-15 hours per month