

PMI-OC Chapter
Open Volunteer opportunities – Feb 19, 2025

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"> ● Mentor Program Coordinator Job – Help engage mentees, support mentorship programs and pair mentor-mentee candidates. Time Commitment – 10-15 hours per month <p><u>Education</u></p> <ul style="list-style-type: none"> ● PM – Education Program (2) Job – As a PM Support the Education Program. Time Commitment – 10-15 hours per month 	<p><u>Academics - None</u></p> <p><u>Dinner/Breakfast Program</u></p> <ul style="list-style-type: none"> ● Director of Dinner/Breakfast Program Job – Manage the successful planning and execution of Dinner/Breakfast meetings. Time Commitment – 20-25 hours per month ● Dinner Team Project Manager (3) Job – Manage the successful planning and execution of Dinner/Breakfast meetings. Time Commitment – 10-20 hours per month
<p><u>Administration & Technology</u></p> <p><u>Information Technology (IT)</u></p> <ul style="list-style-type: none"> ● Google App Team - Support Engineer Job – Support the Google Space functions and manage the PMI-OC Chapter accounts . Time Commitment – 10-15 hours per month <p><u>Knowledge Management</u></p> <ul style="list-style-type: none"> ● Director of Knowledge Management & Business Processes Job – Support the development of business process standards, policies, procedures and templates for the chapter. Time Commitment – 20-25 hours per month <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 	<p><u>Online Programs</u></p> <ul style="list-style-type: none"> ● 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 ● 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

<p>for the PMI Newsletters Time Commitment – 5-10 hours per month</p>	
<p><u>Finance</u></p>	
<p><u>Financial Accounting - None</u> <u>Contracts</u></p> <ul style="list-style-type: none"> ● Contracts Administrator (2) Job - Help with contract reviews, documentation and approvals Time Commitment - 5-10 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"> ● 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 ● 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 	<p><u>Marketing - None</u> <u>Digital Media</u></p> <ul style="list-style-type: none"> ● Social Media Specialist Job - Assist with Social Media messaging, setup and marketing Time Commitment - 5-10 hours per month <p><u>Career Development</u></p> <ul style="list-style-type: none"> ● Director of Career Development Job – Organize events promoting lifelong learning, and career development, and partnership with other organizations Time Commitment – 10-12 hours per month
<p><u>Strategy</u></p>	
<p><u>Strategic Planning – None</u> <u>PMO – None</u></p> <p><u>Membership Team</u></p> <ul style="list-style-type: none"> ● Membership Relations Chair Job – Manage membership data, reach out to 	<p><u>Volunteer Team</u></p> <ul style="list-style-type: none"> ● Volunteer Relations Manager Job – Manage the volunteer relations, reach out to volunteers to check on a regular basis and conduct volunteer exit interviews Time Commitment – 10-15 hours per month

<p>members and complete monthly reporting. Time Commitment – 10-15 hours per month</p> <ul style="list-style-type: none"> ● Membership Orientation Chair <p>Job – Help with New Member Orientation Meetings Time Commitment – 10-15 hours per month</p>	<ul style="list-style-type: none"> ● Volunteer Registration Manager <p>Job – Manage the volunteer registration, onboarding, help with volunteer stats for additions, attrition Time Commitment – 10-15 hours per month</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 Time Commitment – 5-10 hours per month</p> <p><u>Community Outreach</u></p> <ul style="list-style-type: none"> ● Community Outreach Specialist (2) <p>Job - Specialist will provide support to the Director of Community Outreach Time Commitment - 10-15 hours per month</p> <ul style="list-style-type: none"> ● Director of Community Outreach <p>Job -Manage the community outreach efforts Time Commitment - 10-15 hours per month</p>	<p><u>Professional Development (PDD)</u></p> <ul style="list-style-type: none"> ● Speaker Coordinator(2) <p>Job – Manage the PDD tasks and get speakers Time Commitment – 10-15 hours per month</p> <ul style="list-style-type: none"> ● PDD Event Coordinator <p>Job – Support the Director of PDD with managing the event for PMI-OC. Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● PDD Sponsorship Coordinator <p>Job – Support the Director of PDD with managing the Sponsorship for PMI-OC. Time Commitment – 5-10 hours per month</p> <p><u>Networking</u></p> <ul style="list-style-type: none"> ● Networking Specialist <p>Job – Responsible for planning, organizing, and coordinating various type of social networking events. Time Commitment – 12-20 hours per month</p>