PMI-OC Chapter
Open Volunteer opportunities – April 1, 2025

For more Details, please contact Stephane Savary - director.volunteers@pmi-oc.org

Operations

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

Mentorship
● **Mentoring Program Project Manager**
Job – As a PM Support the Mentoring Program.
Time Commitment – 10-15 hours per month

Academics - None

Dinner/Breakfast Program
● **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

Education
● **PM – Education Program (3)**
Job – As a PM Support the Education Program.
Time Commitment – 10-15 hours per month

Administration & Technology

Information Technology (IT)
● **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

Knowledge Management
● **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
● **Business Analyst & Management chair**
● **Chapter data management Program chair**
● **Chapter data management analyst**

Publications
● **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

Online Programs
● **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

## Finance	
Financial Accounting ● **Financial Accounting Project Manager** **Job** - Prepare the quarterly reforecast presentation to the BoG and CoD **Time Commitment - 1**5-20 hours per month ● **Accounts Payable** **Job** - Issues checks and electronic payments **Time Commitment -** 5-10 hours per month ● **Accounts Payable Special Projects PM** **Job** - Issues checks and electronic payments Special Projects **Time Commitment -** 5-10 hours per month **Contracts** ● **Contracts Administrator (2)** **Job -** Help with contract reviews, documentation and approvals **Time Commitment -** 5-10 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
## Communications	
Digital Media ● **Social Media Specialist** **Job -** Assist with Social Media messaging, setup and marketing **Time Commitment -** 5-10 hours per month	**Marketing - None**
## Strategy	
Strategic Planning – None **PMO – None** **Volunteer Team** ● **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 ● **Volunteer Registration Manager** **Job** – Manage the volunteer registration, onboarding, help with volunteer stats for additions, attrition **Time Commitment** – 10-15 hours per month **Volunteer Team** ● **Volunteer Recognition Manager** **Job** – Help with Volunteer retention and manage volunteer recognition by soliciting nominations for volunteers going above and beyond and process the volunteer of Merit awards **Time Commitment** – 10-15 hours per month	

Programs	
Sponsorship ● **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 **Community Outreach** ● **Community Outreach Specialist (2)** **Job** - Specialist will provide support to the Director of Community Outreach **Time Commitment** - 10-15 hours per month **Networking** ● **Networking Specialist (2)** **Job –** Responsible for planning, organizing, and coordinating various type of social networking events. **Time Commitment** – 12-20 hours per month	**Professional Development (PDD)** ● **Speaker Coordinator(2)** **Job –** Manage the PDD tasks and get speakers **Time Commitment –** 10-15 hours per month ● **PDD Event Coordinator** **Job –** Support the Director of PDD with managing the event for PMI-OC. **Time Commitment –** 5-10 hours per month ● **PDD Sponsorship Coordinator** **Job –** Support the Director of PDD with managing the Sponsorship for PMI-OC. **Time Commitment –** 5-10 hours per month
Memberships	
Membership Team ● **Membership Relations Chair** **Job** – Manage membership data, reach out to members and complete monthly reporting. **Time Commitment** – 10-15 hours per month ● **Membership Orientation Chair** **Job** – Help with New Member Orientation Meetings **Time Commitment** – 10-15 hours per month ● **NMO coordinator** **Military (Veterans) Outreach** ● **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	**Corporate Outreach** **Director of Corporate Outreach** **Job -** Manage PMI-OC's Corporate Outreach team to accomplish annual goals and activities, communicating chapter mission and activities to local companies, and promote project management certification awareness. **Time Commitment – 10-12 hours per month**