

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

For more Details, please contact Stephane Savary - 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 - None</u></p> <p><u>Book Club</u></p> <ul style="list-style-type: none"> ● Book Club Program Coordinator Job - Reach out to prior attendees to generate interest in the upcoming meeting. Coordinate selection of books to read for each Book Club Meeting. Assist developing facilitation questions for each meeting. Time commitment – 10-15 hours per month 	<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 (2) Job – Manage the successful planning and execution of Dinner/Breakfast meetings. Time Commitment – 10-20 hours per month <p><u>Education</u></p> <ul style="list-style-type: none"> ● PM – Education Program (3) Job – As a PM Support the Education Program. Time Commitment – 10-15 hours per month
<p><u>Administration & Technology</u></p> <p><u>Information Technology (IT) - None</u></p> <p><u>Knowledge Management</u></p> <ul style="list-style-type: none"> ● Business Analyst & Management chair Time Commitment – 5-10 hours per month ● Chapter data management Program chair Time Commitment – 5-10 hours per month ● Chapter data management analyst Time Commitment – 5-10 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 	<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 ● Webinars Support Specialist Job - Support different Project Management related Webinars that Chapter’s Departments are conducting in order to provide top-notch information for the community Time Commitment – 5-10 hours per month ● Webinars Support Leader Job - Support different Project Management related Webinars that Chapter’s Departments are conducting in order to provide top-notch information for the community Time Commitment – 5-10 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

	<p>group sessions setup for PMI-OC Time Commitment – 10-15 hours per month</p>
<p><u>Finance</u></p>	
<p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> ● Financial Accounting Project Manager Job - Prepare the quarterly re-forecast presentation to the BoG and CoD Time Commitment - 15-20 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 <p><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>Advanced Topic Seminars (ATS) - None</u></p>
<p><u>Communications</u></p>	
<p><u>Digital Media - None</u></p> <p><u>Career Development - None</u></p>	<p><u>Marketing - None</u></p>
<p><u>Strategy</u></p>	
<p><u>Strategic Planning – None</u></p>	

<p><u>PMO – None</u></p> <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 ● Volunteer Registration Manager Job – Manage the volunteer registration, onboarding, help with volunteer stats for additions, attrition Time Commitment – 10-15 hours per month ● 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 	
<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>Community Outreach - None</u></p> <p><u>Networking</u></p> <ul style="list-style-type: none"> ● Networking Specialist (2) Job – Responsible for planning, organizing, and coordinating various types of social networking events. Time Commitment – 12-20 hours per month 	<p><u>Professional Development (PDD)</u></p> <ul style="list-style-type: none"> ● 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
<p><u>Memberships</u></p>	
<p><u>Membership Team</u></p> <ul style="list-style-type: none"> ● Director of Membership Job – Manage membership team. Time Commitment – 10-15 hours per month ● NMO coordinator <p><u>Military (Veterans) 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. 	<p><u>Corporate Outreach</u></p> <ul style="list-style-type: none"> ● 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 <p><u>Academic Outreach</u></p>

Time Commitment – 10-12 hours per month

- **Academic Outreach Project Manager (2)**