

# PMI-OC Chapter

## Open Volunteer opportunities – September 1, 2025

For more Details, please contact Stephane Savary - [director.volunteers@pmi-oc.org](mailto:director.volunteers@pmi-oc.org)

<p><b><u>Operations</u></b></p> <p><b><u>Industry Affinity Group - None</u></b></p> <p><b><u>Mentorship - None</u></b></p> <p><b><u>Book Club</u></b></p> <ul style="list-style-type: none"> <li>• <b>Book Club Coordinator</b></li> </ul> <p><b>Job</b> – Assist the Director of Book Club on organizing and executing Book Club Meetings every other month to meet the program mission of participant growth. Click here - <a href="#">For more detail</a></p> <p><b>Time Commitment</b> – 10-20 hours per month</p>	<p><b><u>Dinner/Breakfast Program</u></b></p> <ul style="list-style-type: none"> <li>• <b>Director of Dinner/Breakfast Program</b></li> </ul> <p><b>Job</b> – Manage the successful planning and execution of Dinner/Breakfast meetings. Click here - <a href="#">For more detail</a></p> <p><b>Time Commitment</b> – 20-25 hours per month</p> <p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>• <b>PM – Education Program (3)</b></li> </ul> <p><b>Job</b> – As a PM, support the Education Program. Click here - <a href="#">For more detail</a></p> <p><b>Time Commitment</b> – 10-15 hours per month</p>
<p><b><u>Administration &amp; Technology</u></b></p> <p><b><u>Information Technology (IT) - None</u></b></p> <p><b><u>Knowledge Management</u></b></p> <ul style="list-style-type: none"> <li>• <b>Business Process Analysis &amp; Management chair</b></li> </ul> <p><b>Job</b> – Guide and assist the Business Process teams in implementing business processes that are measurable, repeatable, controlled and integrated into their daily work and identify continuous improvement opportunities based on experience and best business practices Click here - <a href="#">For more detail</a></p> <p><b>Time Commitment</b> – 4-6 hours per month</p>	<p><b><u>Online Programs</u></b></p> <ul style="list-style-type: none"> <li>• <b>Pivotal Webinar Lead</b></li> </ul> <p><b>Job</b> – As a lead, support and help with Webinars setup for PMI-OC <b>Time Commitment</b> – 10-12 hours per month</p> <ul style="list-style-type: none"> <li>• <b>Webinars Support Specialist</b></li> </ul> <p><b>Job</b> – Support different Project Management related Webinars that Chapter's Departments are conducting in order to provide top-notch information for the community <b>Time Commitment</b> – 5-10 hours per month</p> <ul style="list-style-type: none"> <li>• <b>Webinars Support Leader</b></li> </ul> <p><b>Job</b> - Support different Project Management related Webinars that Chapter's Departments are conducting in order to provide top-notch information for the community <b>Time Commitment</b> – 5-10 hours per month</p> <p><b><u>Publications</u></b></p> <ul style="list-style-type: none"> <li>• <b>SEO/WP Coordinator</b></li> </ul> <p><b>Job</b> – Help with publications <b>Time Commitment</b> – 5-10 hours per month</p> <ul style="list-style-type: none"> <li>• <b>Content Contributor Chair</b></li> </ul> <p><b>Job</b> – Help with content review, finalize and publish for the PMI Newsletters <b>Time Commitment</b> – 5-10 hours per month</p>

<p><b><u>Finance</u></b></p> <p><b><u>Financial Accounting</u></b></p> <ul style="list-style-type: none"> <li>● <b>Director of Financial Accounting</b>  <b>Job</b> – Lead the Financial Accounting team  Click here - <a href="#">For more detail</a>  <b>Time Commitment</b> - 15-20 hours per month</li> <li>● <b>Financial Accounting Project Manager</b>  <b>Budgeting and Forecasting</b>  <b>Job</b> – Take on special projects for the Financial Accounting department. e.g. budget/reforecast processes  Click here - <a href="#">For more detail</a>  <b>Time Commitment</b> - 15-20 hours per month</li> <li>● <b>Accounts Payable</b>  <b>Job</b> – Issue checks and electronic payments  <b>Time Commitment</b> - 5-10 hours per month</li> <li>● <b>Accounts Payable Special Projects PM</b>  <b>Job</b> – Issue checks and electronic payments Special Projects  <b>Time Commitment</b> - 5-10 hours per month</li> </ul>	<p><b><u>Finance Events</u></b></p> <ul style="list-style-type: none"> <li>● <b>Ad Hoc Events Coordinator</b>  <b>Job</b> – Help with coordinating the finance aspects of the PMI-OC events.  <b>Time Commitment</b> – 10-15 hours per month</li> </ul> <p><b><u>Advanced Topic Seminars (ATS) - None</u></b></p> <p><b><u>Contracts</u></b></p> <ul style="list-style-type: none"> <li>● <b>Contract Manager (2)</b>  <b>Job</b> – Assist PMI-OC with contract-related activities including reviewing, drafting, negotiating, and managing contracts  Click here - <a href="#">For more detail</a>  <b>Time Commitment</b> - 10-20 hours per month</li> </ul>
<p><b><u>Communications</u></b></p> <p><b><u>Digital Media</u></b></p> <ul style="list-style-type: none"> <li>● <b>Multimedia Lead</b>  <b>Job</b> – TBD  <b>Time Commitment</b> - 5-10 hours per month</li> </ul>	<p><b><u>Marketing - None</u></b></p> <p><b><u>Career Development - None</u></b></p>
<p><b><u>Strategy</u></b></p> <p><b><u>Strategic Planning - None</u></b></p> <p><b><u>PMO – None</u></b></p>	<p><b><u>Volunteer Team</u></b></p> <ul style="list-style-type: none"> <li>● <b>Volunteer Relations Manager</b>  <b>Job</b> – Manage the volunteer relations, reach out to volunteers to check on a regular basis and conduct volunteer exit interviews  Click here - <a href="#">For more detail</a>  <b>Time Commitment</b> – 5-10 hours per month</li> <li>● <b>Volunteer Registration Manager</b>  <b>Job</b> – Manage the volunteer registration, onboarding, help with volunteer stats for additions, attrition  Click here - <a href="#">For more detail</a>  <b>Time Commitment</b> – 10-15 hours per month</li> <li>● <b>Volunteer Recognition Manager</b>  <b>Job</b> – Help with Volunteer retention and manage volunteer recognition by soliciting nominations for volunteers going above and beyond and process the volunteer of Merit awards  Click here - <a href="#">For more detail</a>  <b>Time Commitment</b> – 10-15 hours per month</li> </ul>

<p><b><u>Programs</u></b></p> <p><b><u>Sponsorship</u></b></p> <ul style="list-style-type: none"> <li>• <b>Sponsorship Specialist (2 Positions)</b></li> </ul> <p><b>Job</b> – Support the Director of Sponsorship with managing the sponsorship for the PMI-OC</p> <p><b>Time Commitment</b> – 5-10 hours per month</p> <p><b><u>Community Outreach - None</u></b></p> <p><b><u>Networking</u></b></p> <ul style="list-style-type: none"> <li>• <b>Networking Specialist (2)</b></li> </ul> <p><b>Job</b> – Responsible for planning, organizing, and coordinating various types of social networking events.</p> <p><b>Time Commitment</b> – 12-20 hours per month</p>	<p><b><u>Professional Development (PDD)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Speaker Coordinator</b></li> </ul> <p><b>Job</b> – Manage the PDD tasks and get speakers</p> <p><b>Time Commitment</b> – 10-15 hours per month</p>
<p><b><u>Memberships</u></b></p> <p><b><u>Membership Team</u></b></p> <ul style="list-style-type: none"> <li>• <b>Director of Membership</b></li> </ul> <p><b>Job</b> – Manage membership team.</p> <p><b>Time Commitment</b> – 10-15 hours per month</p> <ul style="list-style-type: none"> <li>• <b>New Member Orientation Manager</b></li> </ul> <p><b>Job</b> – Manage membership team.</p> <p><b>Time Commitment</b> – 10-15 hours per month</p> <p>Click here - <a href="#">For more detail</a></p> <ul style="list-style-type: none"> <li>• <b>NMO coordinator</b></li> </ul> <p><b>Time Commitment</b> - 5-10 hours per month</p> <p><b><u>Military (Veterans) Outreach</u></b> - None</p>	<p><b><u>Corporate Outreach - None</u></b></p> <p><b><u>Academic Outreach</u></b></p> <ul style="list-style-type: none"> <li>• <b>Academic Outreach Project Manager (4)</b></li> </ul> <p><b>Job</b> – Assist PMIOC’s University Outreach department to accomplish annual goals and activities. Promote chapter mission and project management awareness.</p> <p>Click here - <a href="#">For more detail</a></p> <p><b>Time Commitment</b> - 5-10 hours per month</p>