

**PMI-OC Chapter**  
**Open Volunteer opportunities – July 5, 2026**

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>Mentorship</u></b></p> <ul style="list-style-type: none"> <li>● <b>Director of Mentorship Program</b></li> </ul> <p><b>Job</b> – Manage a 4 or 6 month Mentorship Program, which includes 3 milestone events: Cohort Kick-off, Midpoint Mixer, and Graduation  Click here - <a href="#">For more detail</a>  <b>Time Commitment</b> – 10-15 hours per month</p> <p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>● <b>PM – Education Program</b></li> </ul> <p><b>Job</b> – Create growth and development opportunities for our PMI-OC Members  Click here - <a href="#">For more detail</a>  <b>Time Commitment</b> – 11-20 hours per month</p> <p><b><u>Book Club</u></b> - None</p>	<p><b><u>Industry Affinity Group</u></b></p> <ul style="list-style-type: none"> <li>● <b>Event Project Manager (3 Positions)</b></li> </ul> <p><b>Job</b> – Organize impactful events which serve and grow the PMI-OC membership  Click here - <a href="#">For more detail</a></p> <p><b><u>Dinner/Breakfast Program</u></b></p> <ul style="list-style-type: none"> <li>● <b>Dinner Team Project Manager</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>  <b>Time Commitment</b> – 6-10 hours per month</p> <ul style="list-style-type: none"> <li>● <b>Dinner Program Coordinator</b></li> </ul> <p><b>Job</b> – Help plan dinner and other events and coordinate tasks</p> <ul style="list-style-type: none"> <li>● <b>Dinner Program Manager</b></li> <li>● <b>Dinner Program Architect</b></li> </ul>
<p><b><u>Administration &amp; Technology</u></b></p> <p><b><u>Information Technology (IT)</u></b> - None</p> <p><b><u>Knowledge Management &amp; Business Processes</u></b></p> <ul style="list-style-type: none"> <li>● <b>Business Process Analyst</b></li> </ul> <p><b>Time Commitment</b> – 5-10 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 to provide top-notch info for the community</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 to provide top-notch info for the community  <b>Time Commitment</b> – 5-10 hours per month</p>
<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>● <b>Special Projects Project Manager</b></li> </ul> <p><b>Job</b> – Oversee the end-to-end delivery of special projects in the Finance team.  Click here - <a href="#">For more detail</a></p> <p><b><u>Finance Events</u></b></p> <ul style="list-style-type: none"> <li>● <b>Ad Hoc Events Coordinator</b></li> </ul> <p><b>Job</b> – Help with coordinating the finance aspects of the PMI-OC events.  <b>Time Commitment</b> – 10-15 hours per month</p> <p><b><u>Advanced Topic Seminars (ATS)</u></b> - None  <b><u>Contracts</u></b> - None</p>	<p><b><u>Financial Accounting</u></b></p> <ul style="list-style-type: none"> <li>● <b>Finance Department Bank of America Lead (2 Positions)</b></li> </ul> <p><b>Job</b> – Reconcile the PMI-OC checking accounts to the source deposits and withdrawals  Click here - <a href="#">For more detail</a></p> <ul style="list-style-type: none"> <li>● <b>Accounts Payable Team</b></li> </ul> <p><b>Job</b> – Issue checks and electronic payments</p> <ul style="list-style-type: none"> <li>● <b>Financial Reporting Analyst</b></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>Social Media Specialist (5 Positions)</b> <b>Job</b> – Manage and grow our brand’s presence across social platforms Click here - <a href="#">For more detail</a></li> <li>● <b>Multimedia Lead</b> <b>Job</b> – Manage and grow our brand’s presence across social platforms Click here - <a href="#">For more detail</a></li> <li>● <b>Visual Content Creator</b> <b>Job</b> – Manage and grow our brand’s presence across social platforms Click here - <a href="#">For more detail</a></li> </ul> <p><b><u>Career Development</u></b></p> <ul style="list-style-type: none"> <li>● <b>Career Enablement Coordinator</b> <b>Job</b> – Assist in coordinating member events as needed Click here - <a href="#">For more detail</a></li> </ul>	<p><b><u>Publications</u></b></p> <ul style="list-style-type: none"> <li>● <b>SEO/WP Coordinator</b> <b>Job</b> – Help with publications <b>Time Commitment</b> – 5-10 hours per month</li> <li>● <b>Content Contributor Chair</b> <b>Job</b> – Help with content review, finalize and publish for the PMI Newsletters <b>Time Commitment</b> – 5-10 hours per month</li> <li>● <b>Content Contributor</b> <b>Job</b> – Help with content review</li> </ul> <p><b><u>Marketing</u></b> - None</p>
<p><b><u>Strategy</u></b></p> <p><b><u>Strategic Planning</u></b> - None</p> <p><b><u>PMO</u></b> – None</p> <p><b><u>Volunteer Team</u></b></p> <ul style="list-style-type: none"> <li>● <b>Volunteer Recognition Manager</b> <b>Job</b> – Recognize outstanding volunteers Click here - <a href="#">For more detail</a></li> </ul> <p><b>Time Commitment</b> – 5-10 hours per month</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 Click here - <a href="#">For more detail</a></li> </ul> <p><b>Time Commitment</b> – 5-10 hours per month</p>
<p><b><u>Programs</u></b></p> <p><b><u>Professional Development (PDD)</u></b></p> <ul style="list-style-type: none"> <li>● <b>Marketing Coordinator</b> <b>Job</b> – Support the planning and execution of marketing efforts to promote the PDD Virtual event <b>Time Commitment</b> – 5-10 hours per month Click here - <a href="#">For more detail</a></li> <li>● <b>Event Coordinator</b> <b>Job</b> – Manage venues for the PDD Virtual event <b>Time Commitment</b> – 5-10 hours per month Click here - <a href="#">For more detail</a></li> </ul> <p><b><u>Networking</u></b> - None</p>	<p><b><u>Sponsorship</u></b></p> <ul style="list-style-type: none"> <li>● <b>Sponsorship Specialist (2 Positions)</b> <b>Job</b> – Recruit, manage and coordinate the sponsorship activities of PMI-OC <b>Time Commitment</b> – 5-10 hours per month Click here - <a href="#">For more detail</a></li> </ul> <p><b><u>Community Outreach</u></b></p> <ul style="list-style-type: none"> <li>● <b>Community Outreach Specialist (2 Positions)</b> <b>Job</b> – Recruit, manage and coordinate the sponsorship activities of PMI-OC <b>Time Commitment</b> – 5-10 hours per month Click here - <a href="#">For more detail</a></li> </ul>
<p><b><u>Memberships</u></b></p> <p><b><u>NMO Team</u></b></p> <ul style="list-style-type: none"> <li>● <b>NMO Manager</b> <b>Job</b> - Responsible for the end-to-end execution of our bi-monthly NMO events Click here - <a href="#">For more detail</a></li> <li>● <b>NMO Coordinator</b> <b>Job</b> - Assist the end-to-end execution of our bi-monthly New Member Orientation events Click here - <a href="#">For more detail</a></li> </ul> <p><b><u>Academic Outreach</u></b></p> <ul style="list-style-type: none"> <li>● <b>Academic Outreach Project Manager</b></li> </ul> <p><b><u>Military (Veterans) Outreach</u></b> - None</p>	<p><b><u>Membership Team</u></b></p> <ul style="list-style-type: none"> <li>● <b>Members Relations Manager</b> <b>Job</b> – Develop and maintain relationships with PMO Leaders at companies in OC Click here - <a href="#">For more detail</a></li> </ul> <p><b><u>Corporate Outreach</u></b></p> <ul style="list-style-type: none"> <li>● <b>Relationship Manager (2 Positions)</b> <b>Job</b> – Develop and maintain relationships with PMO Leaders at companies in OC Click here - <a href="#">For more detail</a></li> </ul> <p><b>Time Commitment</b> - 3-5 hours per week</p>