

**PMI-OC Chapter**  
**Open Volunteer opportunities – Mar 18, 2025**

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

<b><u>Operations</u></b>	
<p><b><u>Industry Affinity Group</u></b></p> <ul style="list-style-type: none"> <li>● <b>Event Project Manager</b></li> </ul> <p><b>Job</b> - Collect and assist in defining events and requirements, plan event content, venue, advertising, execution, and closure.  <b>Time commitment</b> – 10-15 hours per month</p> <p><b><u>Mentorship</u></b> - None</p> <p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>● <b>PM – Education Program (2)</b></li> </ul> <p><b>Job</b> – As a PM Support the Education Program.  <b>Time Commitment</b> – 10-15 hours per month</p>	<p><b><u>Academics</u></b> - None</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.  <b>Time Commitment</b> – 20-25 hours per month</p> <ul style="list-style-type: none"> <li>● <b>Dinner Team Project Manager (3)</b></li> </ul> <p><b>Job</b> – Manage the successful planning and execution of Dinner/Breakfast meetings.  <b>Time Commitment</b> – 10-20 hours per month</p>
<b><u>Administration &amp; Technology</u></b>	
<p><b><u>Information Technology (IT)</u></b></p> <ul style="list-style-type: none"> <li>● <b>Google App Team - Support Engineer</b></li> </ul> <p><b>Job</b> – Support the Google Space functions and manage the PMI-OC Chapter accounts .  <b>Time Commitment</b> – 10-15 hours per month</p> <p><b><u>Knowledge Management</u></b></p> <ul style="list-style-type: none"> <li>● <b>Director of Knowledge Management &amp; Business Processes</b></li> </ul> <p><b>Job</b> – Support the development of business process standards, policies, procedures and templates for the chapter.  <b>Time Commitment</b> – 20-25 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> <ul style="list-style-type: none"> <li>● <b>Content Contributor</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>Online Programs</u></b></p> <ul style="list-style-type: none"> <li>● <b>Speaker and Sponsorship Coordinator</b></li> </ul> <p><b>Job</b> – Build long-term mutually beneficial relationships with Sponsors and manage communications between sponsors and PMI-OC  <b>Time commitment</b> – 10-15 hours per month</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>Study Groups Chair</b></li> </ul> <p><b>Job</b> – Help and support Study groups for PMI-OC  <b>Time Commitment</b> – 10-15 hours per month</p> <ul style="list-style-type: none"> <li>● <b>Study Group Instructor (2)</b></li> </ul> <p><b>Job</b> – As a Study Group instructor conduct the study group sessions setup for PMI-OC  <b>Time Commitment</b> – 10-15 hours per month</p>
<b><u>Finance</u></b>	
<p><b><u>Financial Accounting</u></b> - None</p> <p><b><u>Contracts</u></b></p> <ul style="list-style-type: none"> <li>● <b>Contracts Administrator (2)</b></li> </ul>	<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 contract reviews, documentation and approvals  <b>Time Commitment</b> - 5-10 hours per month</p>	<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>Communications</u></b></p>	
<p><b><u>Digital Media</u></b>  <ul style="list-style-type: none"> <li>● <b>Social Media Specialist</b></li> </ul> <b>Job</b> - Assist with Social Media messaging, setup and marketing  <b>Time Commitment</b> - 5-10 hours per month</p>	<p><b><u>Marketing - None</u></b></p>
<p><b><u>Strategy</u></b></p>	
<p><b><u>Strategic Planning – None</u></b>  <b><u>PMO – None</u></b>  <b><u>Volunteer Team</u></b>  <ul style="list-style-type: none"> <li>● <b>Volunteer Relations Manager</b></li> </ul> <b>Job</b> – Manage the volunteer relations, reach out to volunteers to check on a regular basis and conduct volunteer exit interviews  <b>Time Commitment</b> – 10-15 hours per month  <ul style="list-style-type: none"> <li>● <b>Volunteer Registration Manager</b></li> </ul> <b>Job</b> – Manage the volunteer registration, onboarding, help with volunteer stats for additions, attrition  <b>Time Commitment</b> – 10-15 hours per month</p>	<p><b><u>Volunteer Team</u></b>  <ul style="list-style-type: none"> <li>● <b>Volunteer Recognition Manager</b></li> </ul> <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  <b>Time Commitment</b> – 10-15 hours per month</p>
<p><b><u>Programs</u></b></p>	
<p><b><u>Sponsorship</u></b>  <ul style="list-style-type: none"> <li>● <b>Sponsorship Specialist (2 Positions)</b></li> </ul> <b>Job</b> - Support the Director of Sponsorship with managing the sponsorship for the PMI-OC  <b>Time Commitment</b> – 5-10 hours per month</p> <p><b><u>Community Outreach</u></b>  <ul style="list-style-type: none"> <li>● <b>Community Outreach Specialist (2)</b></li> </ul> <b>Job</b> - Specialist will provide support to the Director of Community Outreach  <b>Time Commitment</b> - 10-15 hours per month</p>	<p><b><u>Professional Development (PDD)</u></b>  <ul style="list-style-type: none"> <li>● <b>Speaker Coordinator(2)</b></li> </ul> <b>Job</b> – Manage the PDD tasks and get speakers  <b>Time Commitment</b> – 10-15 hours per month  <ul style="list-style-type: none"> <li>● <b>PDD Event Coordinator</b></li> </ul> <b>Job</b> – Support the Director of PDD with managing the event for PMI-OC.  <b>Time Commitment</b> – 5-10 hours per month  <ul style="list-style-type: none"> <li>● <b>PDD Sponsorship Coordinator</b></li> </ul> <b>Job</b> – Support the Director of PDD with managing the Sponsorship for PMI-OC.  <b>Time Commitment</b> – 5-10 hours per month</p> <p><b><u>Networking</u></b>  <ul style="list-style-type: none"> <li>● <b>Networking Specialist</b></li> </ul> <b>Job</b> – Responsible for planning, organizing, and coordinating various type of social networking events.  <b>Time Commitment</b> – 12-20 hours per month</p>
<p><b><u>Memberships</u></b></p>	
<p><b><u>Membership Team</u></b>  <ul style="list-style-type: none"> <li>● <b>Membership Relations Chair</b></li> </ul> <b>Job</b> – Manage membership data, reach out to members and complete monthly reporting.  <b>Time Commitment</b> – 10-15 hours per month  <ul style="list-style-type: none"> <li>● <b>Membership Orientation Chair</b></li> </ul> </p>	<p><b><u>Corporate Outreach</u></b>  <b>Director of Corporate Outreach</b>  <b>Job</b> - Manage PMI-OC’s Corporate Outreach team to accomplish annual goals and activities,</p>

**Job** – Help with New Member Orientation Meetings

**Time Commitment** – 10-15 hours per month

**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

communicating chapter mission and activities to local companies, and promote project management certification awareness.

**Time Commitment** – 10-12 hours per month