

PMI-OC Chapter

Open Volunteer opportunities – May 3, 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

Book Club - 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 (2)**

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) - None

Knowledge Management

- **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

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

- **Webinars Support Specialist**

- **Webinars Support Leader**

- **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

<p><u>Finance</u></p> <p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> ● Financial Accounting Project Manager <p>Job - Prepare the quarterly re-forecast presentation to the BoG and CoD</p> <p>Time Commitment - 15-20 hours per month</p> <ul style="list-style-type: none"> ● Accounts Payable <p>Job - Issues checks and electronic payments</p> <p>Time Commitment - 5-10 hours per month</p> <ul style="list-style-type: none"> ● Accounts Payable Special Projects PM <p>Job - Issues checks and electronic payments Special Projects</p> <p>Time Commitment - 5-10 hours per month</p> <p><u>Contracts</u></p> <ul style="list-style-type: none"> ● Contracts Administrator (2) <p>Job - Help with contract reviews, documentation and approvals</p> <p>Time Commitment - 5-10 hours per month</p>	<p><u>Finance Events</u></p> <ul style="list-style-type: none"> ● Ad Hoc Events Coordinator <p>Job – Help with coordinating the finance aspects of the PMI-OC events.</p> <p>Time Commitment – 10-15 hours per month</p> <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 <p>Job – Manage the volunteer relations, reach out to volunteers to check on a regular basis and conduct volunteer exit interviews</p> <p>Time Commitment – 10-15 hours per month</p> <ul style="list-style-type: none"> ● Volunteer Registration Manager <p>Job – Manage the volunteer registration, onboarding, help with volunteer stats for additions, attrition</p> <p>Time Commitment – 10-15 hours per month</p> <ul style="list-style-type: none"> ● Volunteer Recognition Manager <p>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</p> <p>Time Commitment – 10-15 hours per month</p>	

<p><u>Programs</u></p> <p><u>Sponsorship</u></p> <ul style="list-style-type: none"> ● Sponsorship Specialist (2 Positions) <p>Job - Support the Director of Sponsorship with managing the sponsorship for the PMI-OC</p> <p>Time Commitment – 5-10 hours per month</p> <p><u>Community Outreach - None</u></p> <p><u>Networking</u></p> <ul style="list-style-type: none"> ● Networking Specialist (2) <p>Job – Responsible for planning, organizing, and coordinating various types of social networking events.</p> <p>Time Commitment – 12-20 hours per month</p>	<p><u>Professional Development (PDD)</u></p> <ul style="list-style-type: none"> ● Speaker Coordinator(2) <p>Job – Manage the PDD tasks and get speakers</p> <p>Time Commitment – 10-15 hours per month</p> <ul style="list-style-type: none"> ● PDD Event Coordinator <p>Job – Support the Director of PDD with managing the event for PMI-OC.</p> <p>Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● PDD Sponsorship Coordinator <p>Job – Support the Director of PDD with managing the Sponsorship for PMI-OC.</p> <p>Time Commitment – 5-10 hours per month</p>
<p><u>Memberships</u></p> <p><u>Membership Team</u></p> <ul style="list-style-type: none"> ● Director of Membership <p>Job – Manage membership team.</p> <p>Time Commitment – 10-15 hours per month</p> <ul style="list-style-type: none"> ● Membership Relations Chair <p>Job – Manage membership data, reach out to members and complete monthly reporting.</p> <p>Time Commitment – 10-15 hours per month</p> <ul style="list-style-type: none"> ● NMO coordinator <p><u>Military (Veterans) Outreach</u></p> <ul style="list-style-type: none"> ● Director of Military Outreach <p>Job - Assist PMIOC’s Military Outreach department to accomplish annual goals and activities, promote chapter mission and project management awareness.</p> <p>Time Commitment – 10-12 hours per month</p> <ul style="list-style-type: none"> ● Military Outreach Lead <p>Job - Assist PMIOC’s Military Outreach department to accomplish annual goals and activities, promote chapter mission and project management awareness.</p> <p>Time Commitment – 10-12 hours per month</p>	<p><u>Corporate Outreach</u></p> <ul style="list-style-type: none"> ● Director of Corporate Outreach <p>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.</p> <p>Time Commitment – 10-12 hours per month</p> <p><u>Academic Outreach</u></p> <ul style="list-style-type: none"> ● Academic Outreach Project Manager (2)