

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 <p>Job - Collect and assist in defining events and requirements, plan event content, venue, advertising, execution, and closure.</p> <p>Time commitment – 10-15 hours per month</p> <p><u>Mentorship - None</u></p> <p><u>Book Club</u></p> <ul style="list-style-type: none"> ● Book Club Program Coordinator <p>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.</p> <p>Time commitment – 10-15 hours per month</p>	<p><u>Dinner/Breakfast Program</u></p> <ul style="list-style-type: none"> ● Director of Dinner/Breakfast Program <p>Job – Manage the successful planning and execution of Dinner/Breakfast meetings.</p> <p>Time Commitment – 20-25 hours per month</p> <ul style="list-style-type: none"> ● Dinner Team Project Manager (2) <p>Job – Manage the successful planning and execution of Dinner/Breakfast meetings.</p> <p>Time Commitment – 10-20 hours per month</p> <p><u>Education</u></p> <ul style="list-style-type: none"> ● PM – Education Program (3) <p>Job – As a PM Support the Education Program.</p> <p>Time Commitment – 10-15 hours per month</p>
<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 <p>Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● Chapter data management Program chair <p>Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● Chapter data management analyst <p>Time Commitment – 5-10 hours per month</p> <p><u>Publications</u></p> <ul style="list-style-type: none"> ● SEO/WP Coordinator <p>Job - Help with publications</p> <p>Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● Content Contributor Chair <p>Job - Help with content review, finalize and publish for the PMI Newsletters</p> <p>Time Commitment – 5-10 hours per month</p>	<p><u>Online Programs</u></p> <ul style="list-style-type: none"> ● Speaker and Sponsorship Coordinator <p>Job – Build long-term mutually beneficial relationships with Sponsors and manage communications between sponsors and PMI-OC</p> <p>Time commitment – 10-15 hours per month</p> <ul style="list-style-type: none"> ● Pivotal Webinar Lead <p>Job – As a lead support and help with Webinars setup for PMI-OC</p> <p>Time Commitment – 10-12 hours per month</p> <ul style="list-style-type: none"> ● Webinars Support Specialist <p>Job - Support different Project Management related Webinars that Chapter's Departments are conducting in order to provide top-notch information for the community</p> <p>Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● Webinars Support Leader <p>Job - Support different Project Management related Webinars that Chapter's Departments are conducting in order to provide top-notch information for the community</p> <p>Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● Study Groups Chair <p>Job – Help and support Study groups for PMI-OC</p> <p>Time Commitment – 10-15 hours per month</p> <ul style="list-style-type: none"> ● Study Group Instructor (2) <p>Job – As a Study Group instructor conduct the study</p>

	<p>group sessions setup for PMI-OC</p> <p>Time Commitment – 10-15 hours per month</p>
<u>Finance</u>	
<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>
<u>Communications</u>	
<p><u>Digital Media - None</u></p> <p><u>Career Development - None</u></p>	<u>Marketing - None</u>
<u>Strategy</u>	
<u>Strategic Planning – None</u>	

<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	<ul style="list-style-type: none">● Academic Outreach Project Manager (2)
--	--