**For more Details, please contact Stephane Savary - director.volunteers@pmi-oc.org**

## Operations

### Industry Affinity Group - None

### Mentorship - None

### Book Club - None

### Education
● **PM – Education Program (3)**
**Job** – As a PM Support the Education Program.
**Time Commitment** – 10-15 hours per month

### Dinner/Breakfast Program
● **Director of Dinner/Breakfast Program**
**Job** – Manage the successful planning and execution of Dinner/Breakfast meetings.
Click here - for more details
**Time Commitment** – 20-25 hours per month
● **Dinner Team Project Manager**
**Job** – Manage the successful planning and execution of Dinner/Breakfast meetings.
**Time Commitment** – 10-20 hours per month

## Administration & Technology

### Information Technology (IT) - None

### Knowledge Management
● **Business Process Analysis & Management chair**
**Job** - 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
**Time Commitment** – 4-6 hours per month
● **Chapter data management Program chair**
**Job** - Oversee Data Management activities, such as including executing and maintaining the chapter DM database, participating in the design of the repository structure, storage format, naming conventions and version control of all chapter documentation
**Time Commitment** – 5-10 hours per month
● **Chapter data management analyst**
**Job** - Execute and maintain the chapter DM database, under guidance of the program chair, including participating in the design of the repository structure, storage format, naming conventions and version control of all chapter documentation
**Time Commitment** – 5-10 hours per month

### Online Programs
● **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**
**Job** - Support different Project Management related Webinars that Chapter's Departments are conducting in order to provide top-notch information for the community
**Time Commitment** – 5-10 hours per month
● **Webinars Support Leader**
**Job** - Support different Project Management related Webinars that Chapter's Departments are conducting in order to provide top-notch information for the community
**Time Commitment** – 5-10 hours per month

### 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

# Finance

| | |
|---|---|
| **Financial Accounting**<br>● **Director of Financial Accounting**<br>**Job** - Lead the Financial Accounting team<br>**Time Commitment -** 15-20 hours per month<br>● **Financial Accounting Project Manager**<br>**Job** - Prepare the quarterly re-forecast presentation to the BoG and CoD<br>**Time Commitment -** 15-20 hours per month<br>● **Accounts Payable**<br>**Job** - Issues checks and electronic payments<br>**Time Commitment -** 5-10 hours per month<br>● **Accounts Payable Special Projects PM**<br>**Job** - Issues checks and electronic payments Special Projects<br>**Time Commitment -** 5-10 hours per month<br><br>**Contracts**<br>● **Contract Manager (2)**<br>**Job -** Assist PMI-OC with contract-related activities including reviewing, drafting, negotiating, and managing contracts<br>**Time Commitment -** 10-20 hours per month | **Finance Events**<br>● **Ad Hoc Events Coordinator**<br>**Job** – Help with coordinating the finance aspects of the PMI-OC events.<br>**Time Commitment** – 10-15 hours per month<br><br>**Advanced Topic Seminars (ATS) - None** |

# Communications

| | |
|---|---|
| **Digital Media**<br>● **Multimedia Lead**<br>**Job -** TBD<br>**Time Commitment -** 5-10 hours per month | **Marketing - None**<br><br>**Career Development - None** |

# Strategy

| | |
|---|---|
| **Strategic Planning**<br>**Director Strategy Planning**<br>**Job** - Manage the Strategy planning team, responsible for strategy development, mid year and annual reviews for PMI-OC chapter<br>**Time Commitment -** 10-15 hours per month<br><br>**PMO – None** | **Volunteer Team**<br>● **Volunteer Relations Manager**<br>**Job** – Manage the volunteer relations, reach out to volunteers to check on a regular basis and conduct volunteer exit interviews<br>**Time Commitment** – 5-10 hours per month<br>● **Volunteer Registration Manager**<br>**Job** – Manage the volunteer registration, onboarding, help with volunteer stats for additions, attrition<br>**Time Commitment** – 10-15 hours per month<br>● **Volunteer Recognition Manager**<br>**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<br>**Time Commitment** – 10-15 hours per month |

| | |
|---|---|
| ## Programs | |
| **Sponsorship**<br>● **Sponsorship Specialist (2 Positions)**<br>**Job** - Support the Director of Sponsorship with managing the sponsorship for the PMI-OC<br>**Time Commitment** – 5-10 hours per month<br><br>**Community Outreach - None**<br><br>**Networking**<br>● **Networking Specialist (2)**<br>**Job –** Responsible for planning, organizing, and coordinating various types of social networking events.<br>**Time Commitment** – 12-20 hours per month | **Professional Development (PDD)**<br>● **Speaker Coordinator**<br>**Job –** Manage the PDD tasks and get speakers<br>**Time Commitment –** 10-15 hours per month<br>● **PDD Event Coordinator**<br>**Job –** Support the Director of PDD with managing the event for PMI-OC.<br>**Time Commitment –** 5-10 hours per month |
| ## Memberships | |
| **Membership Team**<br>● **Director of Membership**<br>**Job** – Manage membership team.<br>**Time Commitment** – 10-15 hours per month<br>● **NMO coordinator**<br><br>**Military (Veterans) Outreach**<br>● **Military Outreach Lead**<br>**Job** - Assist PMIOC's Military Outreach department to accomplish annual goals and activities, promote chapter mission and project management awareness.<br>**Time Commitment** – 10-12 hours per month | **Corporate Outreach - None**<br><br>**Academic Outreach**<br>● **Academic Outreach Project Manager (4)**<br>**Job -** Assist PMIOC's University Outreach department to accomplish annual goals and activities. Promote chapter mission and project management awareness.<br>**Time Commitment** - 5-10 hours per month |