

PMI-OC Chapter

Open Volunteer opportunities – October 3, 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 – TBD</p> <p><u>Mentorship - None</u></p> <p><u>Book Club</u></p> <ul style="list-style-type: none"> ● Book Club Coordinator <p>Job – Assist the Director of Book Club on organizing and executing Book Club Meetings every other month to meet the program mission of participant growth. Click here - For more detail</p> <p>Time Commitment – 10-20 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. Click here - For more detail</p> <p>Time Commitment – 20-25 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. Click here - For more detail</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 - None</u></p>	<p><u>Online Programs</u></p> <ul style="list-style-type: none"> ● Pivotal Webinar Lead <p>Job – As a lead, support and help with Webinars setup for PMI-OC 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 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 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 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 Time Commitment – 5-10 hours per month</p>

<p><u>Finance</u></p> <p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> ● Director of Financial Accounting Job – Lead the Financial Accounting team Click here - For more detail Time Commitment - 15-20 hours per month ● Financial Accounting Project Manager Budgeting and Forecasting Job – Take on special projects for the Financial Accounting department. e.g. budget/reforecast processes Click here - For more detail Time Commitment - 15-20 hours per month ● Accounts Payable Job – Issue checks and electronic payments Time Commitment - 5-10 hours per month ● Accounts Payable Special Projects PM Job – Issue checks and electronic payments Special Projects 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> <p><u>Contracts</u></p> <ul style="list-style-type: none"> ● Contract Manager (2) Job – Assist PMI-OC with contract-related activities including reviewing, drafting, negotiating, and managing contracts Click here - For more detail Time Commitment - 10-20 hours per month
<p><u>Communications</u></p> <p><u>Digital Media</u></p> <ul style="list-style-type: none"> ● Multimedia Lead Job – TBD Time Commitment - 5-10 hours per month 	<p><u>Marketing - None</u></p> <p><u>Career Development - 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 Job – Manage the volunteer relations, reach out to volunteers to check on a regular basis and conduct volunteer exit interviews Click here - For more detail Time Commitment – 5-10 hours per month ● Volunteer Registration Manager Job – Manage the volunteer registration, onboarding, help with volunteer stats for additions, attrition Click here - For more detail 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 Click here - For more detail 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) <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 <p>Job – Manage the PDD tasks and get speakers</p> <p>Time Commitment – 10-15 hours per month</p>
<p><u>Memberships</u></p> <p><u>NMO Team</u></p> <ul style="list-style-type: none"> • New Member Orientation Manager <p>Job – Manage membership team.</p> <p>Time Commitment – 10-15 hours per month</p> <p>Click here - For more detail</p> <ul style="list-style-type: none"> • NMO coordinator <p>Time Commitment - 5-10 hours per month</p> <p><u>Membership Team</u></p> <ul style="list-style-type: none"> • Membership Relations Manager <p>Job – TBD</p>	<p><u>Corporate Outreach - None</u></p> <p><u>Military (Veterans) Outreach - None</u></p> <p><u>Academic Outreach</u></p> <ul style="list-style-type: none"> • Academic Outreach Project Manager (4) <p>Job – Assist PMIOC’s University Outreach department to accomplish annual goals and activities. Promote chapter mission and project management awareness.</p> <p>Click here - For more detail</p> <p>Time Commitment - 5-10 hours per month</p>