

PMI-OC Chapter

Open Volunteer opportunities – November 1, 2025

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

<u>Operations</u> <u>Industry Affinity Group</u> ● Event Project Manager Job – TBD <u>Mentorship</u> ● Director of Mentorship Program Job – Manage the Mentorship Program team <u>Book Club</u> ● Book Club Coordinator 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 Time Commitment – 10-20 hours per month	<u>Dinner/Breakfast Program</u> ● Dinner Program Coordinator Job – TBD ● Dinner Program Manager Job – TBD ● Dinner Program Architect Job – TBD <u>Education</u> ● PM – Education Program (3) Job – As a PM, support the Education Program. Click here - For more detail Time Commitment – 10-15 hours per month
<u>Administration & Technology</u> <u>Information Technology (IT) - None</u> <u>Knowledge Management & Business Processes - None</u> <u>Online Programs</u> ● 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	<u>Publications</u> ● 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 ● Content Contributor Job – TBD

<u>Finance</u> <u>Financial Accounting</u> ● 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	<u>Finance Events</u> ● Ad Hoc Events Coordinator Job – Help with coordinating the finance aspects of the PMI-OC events. Time Commitment – 10-15 hours per month <u>Advanced Topic Seminars (ATS) - None</u> <u>Contracts</u> ● 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
<u>Communications</u> <u>Digital Media</u> ● Multimedia Lead Job – TBD Time Commitment - 5-10 hours per month	<u>Marketing - None</u> <u>Career Development</u> ● Director of Career Development Job – Manage the Career Development team
<u>Strategy</u> <u>Strategic Planning - None</u> <u>PMO – None</u>	<u>Volunteer Team</u> ● 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 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

<u>Programs</u> <u>Sponsorship</u> • 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 <u>Community Outreach - None</u> <u>Networking</u> • Networking Specialist (2) Job – Responsible for planning, organizing, and coordinating various types of social networking events. Time Commitment – 12-20 hours per month	<u>Professional Development (PDD)</u> • Speaker Coordinator (2) Job – Manage the PDD tasks and get speakers Time Commitment – 10-15 hours per month
<u>Memberships</u> <u>NMO Team</u> • New Member Orientation Manager Job – Manage NMO team Time Commitment – 10-15 hours per month Click here - For more detail • NMO coordinator Time Commitment - 5-10 hours per month <u>Membership Team</u> • Members Recruitment Manager Job – Help recruit new members to the chapter Time Commitment – 0.5-3 hours per week	<u>Corporate Outreach</u> • Corporate Engagement and Creative Strategy Manager Job – Advance the project management profession by strengthening partnerships with local organizations Time Commitment - 3-5 hours per week • Relations Manager (2) Job – Develop and maintain relationships with Project Management Office Leaders at companies in Orange County Time Commitment - 3-5 hours per week <u>Military (Veterans) Outreach</u> - None <u>Academic Outreach</u> • Academic Outreach Project Manager (3) Job – Assist PMIOC’s University Outreach department to accomplish annual goals and activities. Promote chapter mission and project management awareness. Click here - For more detail Time Commitment - 5-10 hours per month