

PMI-OC Chapter
Open Volunteer opportunities – February 1, 2026

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

<p><u>Operations</u></p> <p><u>Mentorship</u></p> <ul style="list-style-type: none"> • Director of Mentorship Program Job – Manage a 4 or 6 month Mentorship Program, which includes 3 milestone events: Cohort Kick-off, Midpoint Mixer, and Graduation Click here - For more detail Time Commitment – 10-15 hours per month • Mentorship Coordinator Job – Ensure that the new mentor-mentee candidates are paired together Click here - For more detail Time Commitment – 4-10 hours per month <p><u>Education</u></p> <ul style="list-style-type: none"> • PM – Education Program (3 Positions) Job – Create growth and development opportunities for our PMI-OC Members Click here - For more detail Time Commitment – 10-15 hours per month 	<p><u>Industry Affinity Group</u></p> <ul style="list-style-type: none"> • Event Project Manager Job – Organize impactful events which serve and grow the PMI-OC membership Click here - For more detail <p><u>Dinner/Breakfast Program</u></p> <ul style="list-style-type: none"> • Dinner Team Project Manager Job – Manage the successful planning and execution of Dinner/Breakfast meetings Click here - For more detail • Dinner Program Coordinator Job – Help plan dinner and other events and coordinate tasks • Dinner Program Manager Job – Manage the successful planning and execution of Dinner/Breakfast meetings • Dinner Program Architect <p><u>Book Club</u> - None</p>
<p><u>Administration & Technology</u></p> <p><u>Information Technology (IT)</u> - None</p> <p><u>Online Programs</u></p> <ul style="list-style-type: none"> • 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 to provide top-notch info for the community Time Commitment – 5-10 hours per month • Webinars Support Leader Job - Support different Project Management related Webinars to provide top-notch info for the community Time Commitment – 5-10 hours per month 	<p><u>Publications</u></p> <ul style="list-style-type: none"> • 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 – Help with content review <p><u>Knowledge Management & Business Processes</u> - None</p>
<p><u>Finance</u></p> <p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> • Financial Accounting Project Manager Budgeting and Forecasting Job – Take on special projects for the Financial Accounting department Click here - For more detail Time Commitment - 15-20 hours per month • Accounts Payable Job – Issue checks and electronic payments 	<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)</u> - None</p>

<p>Time Commitment - 5-10 hours per month</p> <ul style="list-style-type: none"> • Finance Department Bank of America Lead Job – Reconcile the PMI-OC checking accounts to the source deposits and withdrawals Click here - For more detail <p>Time Commitment - 3-5 hours per month</p>	<p><u>Contracts</u></p> <ul style="list-style-type: none"> • Contract Manager (2 Positions) Job – Assist PMI-OC with contract-related activities including reviewing, drafting, negotiating, and managing contracts Click here - For more detail <p>Time Commitment - 10-20 hours per month</p>
<p><u>Communications</u></p>	
<p><u>Digital Media</u></p> <ul style="list-style-type: none"> • Multimedia Lead <p>Time Commitment - 5-10 hours per month</p>	<p><u>Marketing</u> - None</p> <p><u>Career Development</u> - None</p>
<p><u>Strategy</u></p>	
<ul style="list-style-type: none"> • Board of Governor Deputy Job – Support the Strategy team with helping to coordinate and facilitate the mid-year, annual review meetings and other BOG/COD meetings Click here - For more detail <p>Time Commitment – 5-10 hours per month</p> <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> • Strategy PM (3 Positions) Job – Responsible to lead definition of & monitor long term and annual plans for PMI OC Click here - For more detail <p>Time Commitment – 5-10 hours per month</p>	<p><u>PMO</u> – None</p> <p><u>Volunteer Team</u></p> <ul style="list-style-type: none"> • Volunteer Recognition Manager Job – Recognize outstanding volunteers Click here - For more detail <p>Time Commitment – 5-10 hours per month</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 Click here - For more detail <p>Time Commitment – 5-10 hours per month</p>
<p><u>Programs</u></p>	
<p><u>Sponsorship</u></p> <ul style="list-style-type: none"> • Sponsorship Specialist (2 Positions) Job – Recruit, manage and coordinate the sponsorship activities of PMI-OC Time Commitment – 5-10 hours per month Click here - For more detail <p><u>Community Outreach</u></p> <ul style="list-style-type: none"> • Community Outreach Specialist (3 Positions) Job – Recruit, manage and coordinate the sponsorship activities of PMI-OC Time Commitment – 5-10 hours per month Click here - For more detail 	<p><u>Professional Development (PDD)</u> - None</p> <p><u>Networking</u></p> <ul style="list-style-type: none"> • Networking Specialist Job – Responsible for planning, organizing, and coordinating various types of social networking events Time Commitment – 12-20 hours per month
<p><u>Memberships</u></p>	
<p><u>NMO Team</u></p> <ul style="list-style-type: none"> • NMO Project Manager Job - Responsible for the end-to-end execution of our bi-monthly NMO events Time Commitment - 5-10 hours per month Click here - For more detail • NMO coordinator Job - Assist the end-to-end execution of our bi-monthly New Member Orientation events 	<p><u>Academic Outreach</u> - None</p> <p><u>Military (Veterans) Outreach</u> - None</p> <p><u>Membership Team</u> - None</p> <p><u>Corporate Outreach</u></p> <ul style="list-style-type: none"> • Relationship Manager (3) Job – Develop and maintain relationships with Project Management Office Leaders at companies in Orange County Click here - For more detail

Time Commitment - 5-10 hours per month

Click here - [For more detail](#)

Time Commitment - 3-5 hours per week