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

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

Operations

Mentorship

- **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

Education

- **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

Industry Affinity Group

- **Event Project Manager**

Job – Organize impactful events which serve and grow the PMI-OC membership
Click here - For more detail

Dinner/Breakfast Program

- **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**

Book Club - None

Administration & Technology

Information Technology (IT) - None

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 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

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

- **Content Contributor**

Job – Help with content review

Knowledge Management & Business Processes

- **Director of Knowledge Management**

Time Commitment – 10-15 hours per month

Finance

Financial Accounting

- **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

Finance Events

- **Ad Hoc Events Coordinator**

Job – Help with coordinating the finance aspects of the PMI-OC events.
Time Commitment – 10-15 hours per month

Advanced Topic Seminars (ATS) - None

Time Commitment - 5-10 hours per month • **Finance Department Bank of America Lead** **Job** – Reconcile the PMI-OC checking accounts to the source deposits and withdrawals Click here - [For more detail](#) **Time Commitment -** 3-5 hours per month	**Contracts** - None

Communications

Digital Media - None	**Marketing** - None **Career Development** - None

Strategy

• **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](#) **Time Commitment** – 5-10 hours per month **Strategic Planning** • **Strategy PM** **Job** – Responsible to lead definition of & monitor long term and annual plans for PMI OC Click here - [For more detail](#) **Time Commitment** – 5-10 hours per month	**PMO** – None **Volunteer Team** • **Volunteer Recognition Manager** **Job** – Recognize outstanding volunteers Click here - [For more detail](#) **Time Commitment** – 5-10 hours per month • **Volunteer Relations Manager** **Job** – Manage the volunteer relations, reach out to volunteers to check on a regular basis Click here - [For more detail](#) **Time Commitment** – 5-10 hours per month

Programs

Sponsorship • **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](#) **Community Outreach** • **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](#)	**Professional Development (PDD)** - None **Networking** • **Networking Specialist** **Job –** Responsible for planning, organizing, and coordinating various types of social networking events **Time Commitment** – 12-20 hours per month

Memberships

NMO Team - None **Academic Outreach** - None **Military (Veterans) Outreach** - None **Membership Team** • **Members Relations Manager** **Time Commitment** - 3-5 hours per week	**Corporate Outreach** • **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** - 3-5 hours per week