

PMI-OC Chapter

Open Volunteer opportunities – May 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 (2 Positions) Job – Create growth and development opportunities for our PMI-OC Members Click here - For more detail Time Commitment – 11-20 hours per month 	<p><u>Industry Affinity Group</u></p> <ul style="list-style-type: none"> ● Event Project Manager (2 Positions) 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 (2 Positions) Job – Manage the successful planning and execution of Dinner/Breakfast meetings Click here - For more detail Time Commitment – 6-10 hours per month ● Dinner Program Coordinator Job – Help plan dinner and other events and coordinate tasks ● Dinner Program Manager ● Dinner Program Architect <p><u>Book Club</u></p> <ul style="list-style-type: none"> ● Book Club Coordinator Job – Organize and execute the Book Club Meetings every other month Click here - For more detail
<p><u>Administration & Technology</u></p> <p><u>Information Technology (IT) - None</u></p> <p><u>Knowledge Management & Business Processes</u></p> <ul style="list-style-type: none"> ● Business Process Analyst Time Commitment – 5-10 hours per month <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 	<ul style="list-style-type: none"> ● Webinars Support Specialist Job – Support different Project Management related Webinars to provide top-notch info for the community ● 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>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 ● 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><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> - None</p>

<p><u>Communications</u></p>	
<p><u>Digital Media</u></p> <ul style="list-style-type: none"> ● Digital Media Intelligence Analyst ● Social Media Specialist (5 Positions) <p>Job – Manage and grow our brand’s presence across social platforms Click here - For more detail Time Commitment – 5-10 hours per month</p> <p><u>Marketing</u> - None <u>Career Development</u> - None</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 ● Content Contributor Chair <p>Job – Help with content review, finalize and publish for the PMI Newsletters Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● Content Contributor <p>Job – Help with content review</p> </p>
<p><u>Strategy</u></p> <ul style="list-style-type: none"> ● Board of Governor Deputy <p>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</p> <p><u>Strategic Planning</u> - None <u>PMO</u> – None</p>	<p><u>Volunteer Team</u></p> <ul style="list-style-type: none"> ● Volunteer Recognition Manager <p>Job – Recognize outstanding volunteers Click here - For more detail Time Commitment – 5-10 hours per month ● Volunteer Relations Manager <p>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</p> </p>
<p><u>Programs</u></p> <p><u>Professional Development (PDD)</u></p> <ul style="list-style-type: none"> ● Speaker Coordinator <p>Job – Manage and coordinate the speakers for the PDD Virtual event Time Commitment – 5-10 hours per month Click here - For more detail ● Marketing Coordinator <p>Job – Support the planning and execution of marketing efforts to promote the PDD Virtual event Time Commitment – 5-10 hours per month Click here - For more detail ● Event Coordinator <p>Job – Manage venues for the PDD Virtual event Time Commitment – 5-10 hours per month Click here - For more detail</p> </p></p>	<p><u>Sponsorship</u></p> <ul style="list-style-type: none"> ● Sponsorship Specialist (2 Positions) <p>Job – Recruit, manage and coordinate the sponsorship activities of PMI-OC Time Commitment – 5-10 hours per month Click here - For more detail</p> <p><u>Networking</u> - None</p> <p><u>Community Outreach</u></p> <ul style="list-style-type: none"> ● Community Outreach Specialist <p>Job – Recruit, manage and coordinate the sponsorship activities of PMI-OC Time Commitment – 5-10 hours per month Click here - For more detail</p>
<p><u>Memberships</u></p> <p><u>NMO Team</u> - None <u>Academic Outreach</u> - None <u>Membership Team</u></p> <ul style="list-style-type: none"> ● Members Relations Manager (2 Positions) <p>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</p>	<p><u>Military (Veterans) Outreach</u> - None <u>Corporate Outreach</u></p> <ul style="list-style-type: none"> ● Relationship Manager (2 Positions) <p>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</p>