

PMI-OC Chapter

Open Volunteer opportunities – October 1, 2026

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

<u>Operations</u> <u>Mentorship</u> • Mentorship Program Coordinator (2 Positions) Job – Ensure that the new mentor-mentee candidates are paired together <u>Education</u> • Director of Education Job – Implement professional development and educational programs that support the strategic direction of PMI-OC <u>Book Club</u> • Book Club Coordinator Job – Organize and execute Book Club Meetings every other month to meet the program mission of participant growth Click here - For more detail	<u>Dinner/Breakfast Program</u> • 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 Architect <u>Industry Affinity Group</u> • Event Project Manager (2 Positions) Job – Organize impactful events which serve and grow the PMI-OC membership Click here - For more detail
<u>Administration & Technology</u> • VP IT Administration Job – Maintain and improve the organizational maturity of the chapter through creating, maintaining, documenting and updating documents and inventory <u>Information Technology (IT)</u> - None <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 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 – 6-10 hours per month	<u>Knowledge Management & Business Processes</u> • Business Process Analysis & Management Chair Job – Lead and mentor Business Process Analysis and Management team, providing guidance and support to ensure high-quality work Click here - For more detail • Business Process Analyst Job - Plan and coordinate with Business process owners and for the development of their business process standards, policies, procedures and templates Click here - For more detail • Chapter Data Mgmt Program Chair Job - Responsible for overseeing Data Management activities Click here - For more detail
<u>Finance</u> <u>Finance Events</u> • Ad Hoc Events Coordinator Job – Help with coordinating the finance aspects of the PMI-OC events. Time Commitment – 1-5 hours per month • Event Registration Officer (2 Positions) Job – Ensure an efficient and professional registration process before, during, and after PMI Orange County Chapter events. Click here - For more detail Time Commitment – 1-5 hours per month	<u>Advanced Topic Seminars (ATS)</u> - None <u>Contracts</u> - None <u>Financial Accounting</u> • Finance Department Bank of America Lead (2 Positions) Job – Reconcile the PMI-OC checking accounts to the source deposits and withdrawals Click here - For more detail • Accounts Payable Team Job – Issue checks and electronic payments • Financial Reporting Analyst

<u>Communications</u> ● Hubspot Marketing Operations Project Manager Job – Oversee implementation of the Hubspot platform for the PMI-OC chapter <u>Digital Media</u> ● Social Media Specialist (5 Positions) Job – Manage and grow our brand’s presence across social platforms Click here - For more detail ● Multimedia Lead ● Visual Content Creator Click here - For more detail	<u>Publications</u> ● SEO/WP Coordinator Job – Help with publications ● Content Contributor Chair Job – Finalize and publish for the PMI Newsletters ● Content Contributor Job – Help with content review <u>Career Development</u> ● Member Enablement Coordinator Job – Assist in coordinating member events Click here - For more detail <u>Marketing</u> - None
<u>Strategy</u> <u>Strategic Planning</u> ● PM Strategic Planning (2 Positions) Job – Manage the tasks for the strategy planning team and collaborate with each portfolio teams to capture metrics, track project progress and provided reports Click here - For more detail <u>Volunteer Team</u> ● Volunteer Registration Manager Job – Onboard new volunteers in the PMI-OC chapter Click here - For more detail	● Volunteer Relations Manager Job – Manage the volunteer relations, reach out to volunteers to check on a regular basis Click here - For more detail ● Volunteer Recognition Manager Job – Recognize outstanding volunteers Click here - For more detail <u>PMO</u> – None
<u>Programs</u> <u>Professional Development (PDD)</u> ● Marketing Coordinator Job – Support the planning and execution of marketing efforts to promote the PDD Virtual event Click here - For more detail ● Event Coordinator Job – Manage venues for the PDD Virtual event Click here - For more detail <u>Networking</u> - None	<u>Sponsorship</u> ● Sponsorship Specialist (2 Positions) Job – Manage the sponsorship activities of PMI-OC Click here - For more detail <u>Community Outreach</u> ● Community Outreach Specialist Job – Manage the Community Outreach activities of PMI-OC Click here - For more detail
<u>Memberships</u> <u>NMO Team</u> ● NMO Manager Job - Responsible for the end-to-end execution of our bi-monthly NMO events Click here - For more detail ● NMO Coordinator Job - Assist the end-to-end execution of our bi-monthly New Member Orientation events Click here - For more detail <u>Military (Veterans) Outreach</u> - None <u>Membership Team</u> - None	<u>Corporate Outreach</u> ● Relationship Manager Job – Promote PMI OC and the services provided Click here - For more detail <u>Academic Outreach</u> ● Academic Outreach Project Manager Job – Assist PMIOC’s Academic Outreach department to accomplish annual goals and activities Click here - For more detail