



Open Committee Roles for the 2026-2027 Programming Year

All opportunities are available as of **August 31, 2026**.

Please keep in mind, any time commitments below are estimates and vary from role to role. Most roles also include monthly or bi-monthly check-in calls with the committee.

Please email info@phillyshrm.org with any questions.

Thought Leadership Committee (Seeking 2 Committee Members)

The Thought Leadership Committee strives to help the Philly SHRM chapter meet its goal to connect and develop the Philadelphia business community. For the chapter to meet that goal, the Thought Leadership committee shares the ideas and solutions generated via published articles, blogging, and other media outlets. The committee stays current on business and HR trends to share with the broader community

- Positions Available:
- Liaison/Pens (2) – 2 - 4 hours/month (*with Workforce Development, Communities/Partnerships, Symposium Programming and Emerging Leaders Board)
Thought Leadership is in need of two Team members who can act as the liaison with the selected Board *Committees by attending their meetings and events, such as webinars, the annual Symposium. Thought Leadership team members will collaborate with board committees to identify initiatives of value to preparing content for publishing.
- Pens (2) – 2 - 4 hours a month Thought Leadership is looking for three Team members who like to write! We need individuals who are excited to bring ideas to life by putting pen to paper. These individuals would work to create substance around already generated ideas and would be free to also recommend topics (or new formats--like Q&As, blogs) that they are interested in researching and pursuing that are relevant to the HR community. These volunteers must be able to write in a way that excites and delights!

HR Fresh Take Podcast Committee (Seeking 1 Committee Members)

We are seeking 1 passionate and organized Podcast Volunteers to support the production of our podcast, HR Fresh Take. This role is ideal for those interested in media, storytelling, and community engagement. You'll play a key role in identifying compelling voices, coordinating recording logistics, and ensuring smooth production sessions. You will also have the opportunity to Co-host selected episodes.

- Average Time Commitment: approx. 5-7 hours per month (excluding June)
 - Must be available to support the recordings during the Symposium on April 17, 2027 (approx. 6 hours)
- Positions Available: We are looking for 1 Content & Production Support volunteer

Content & Production Support (1)

- Key Responsibilities
 - Content Contributor Outreach & Vetting
 - Research potential guests and contributors aligned with podcast themes.
 - Evaluate contributor fit based on expertise, relevance, and storytelling potential.
 - Contribute ideas for future episodes and guest features.
 - Support promotional efforts as needed (e.g., social media, newsletters).
 - Scheduling & Coordination
 - Communicate with contributors to schedule recording sessions.
 - Send reminders to all participants.
 - Coordinate with the Executive Producer and the Podcast Engineer to ensure availability and readiness.
 - Help maintain production timelines and documentation.
 - Recording Session Support
 - Attend recording sessions to provide support.
 - Assist with setup, sound checks, if necessary.
 - Take notes during sessions for post-production and follow-up.

Community Partnerships Committee (Seeking 4 Committee Members)

The Community Partnerships Committee works to build and strengthen Philly SHRM's network of external partners, connecting the chapter with organizations, businesses, and community resources that support our members. This committee plays a key role in expanding our reach and engaging partners in Philly SHRM programming throughout the year.

- Average Time Commitment: approx. 2 to 4 hours per month
- Position Available: Partnership Engagement Volunteer
- Focus: Building and maintaining strong relationships with Philly SHRM's partners through consistent presence and thoughtful follow up.
- Responsibilities:
 - Attend partnership events on behalf of Philly SHRM to represent the chapter and build new networking contacts
 - Follow up with partners and contacts after events to maintain and deepen relationships
 - Help connect partners and contacts with relevant Philly SHRM resources, programs, or committee contacts
 - Track and share updates on partnership activity and outcomes with the committee during monthly meetings or ad hoc if urgency requires.
 - Notes: Must have availability to attend in person events during the weekdays and during some working hours.

Symposium Support (Seeking 15 Committee Members)

- Average Time Commitment: Attend shift at either PhillySHRM Symposium (Friday, April 16, 2027) or Preconference (Thursday, April 15, 2027)
- Assist with PreConference and Symposium logistics
- Location: Loews Philadelphia Hotel 1200 Market St, Philadelphia, PA 19107
- Must be available in-person on above dates.

Workforce Development (Seeking 1 Committee Member)

- Average Time Commitment: approx. 2 to 4 hours per month
- Position Available: Workforce Development Volunteer
- Focus: Building and maintaining strong relationships within Philly SHRM's Workforce Development Program. This position will support the committees marketing efforts, so excellent communication and experience with various social media platforms.

Sponsorship Committee (Seeking 3 Committee Members)

The Sponsorship Committee is chartered with raising money for the annual Symposium conference and ongoing chapter programming. Our goal is to not only drive revenue to pay for the Symposium, but also to drive awareness about chapter benefits and how companies can receive exposure to the Philadelphia business community through sponsorship.

Average Time Commitment: approx. 2 hours per month, sometimes more

Position(s) Available: We are looking for three (3) Sponsorship Committee Members.

They will assist the Sponsorship Leads in researching vendors, contacting sponsors, and other duties as necessary. A strong candidate will have field sales experience and these characteristics:

- Strong written and oral communication skills
- High energy level
- Sense of humor
- Persistence (polite)
- Effective follow up techniques

Ready to Volunteer?

Complete the [Volunteer Application](#) and select your top 3 roles of interest.

A member of the Philly SHRM Board will reach out to you later this month once the Call for Volunteers window closes.

Please email info@phillyshrm.org with any questions.

