

Hiring a Project Coordinator

Internal Notes

Problems

The project lacks administration. From volunteers forgetting events, or tasks or parts of processes. Leadership votes being unrecorded, taking more than a week to complete, follow ups on tasks, cross coordination between teams and communicating with and following up with the Software Freedom Conservancy. Lack of consistent recording of financial information. Lack of updating and relevant meeting agendas.

Solutions

Hire a project manager at 50% time to perform some of this important connective and organizing tasks. Help would include making sure tasks have useful task lists, making sure meeting notes, video recordings and agendas are all organised into a cohesive place. Making sure votes are submitted and collected. Managing tickets with the SFC and continuing to push them for responses. Get to know many of the volunteers involved in the project and talk to them about what they are doing and how the project can help make tasks easier to do.

Resources

The budget is \$50k for one year of a part time employee. managed by the Software Freedom Conservancy.

Conversations

Meetings conducting via video chat software BigBlueButton, three consultation meetings and two drafting were held between Nov 2021 and Feb 2022.

Job Hiring Process

1. Do discovery and find what problems the job is trying to solve.
2. Create a budget earmark relative to the problem it's trying to solve.
3. Draft a Job description and plan out hiring processes
4. Review draft with all stakeholders. Community, PLC & SFC
5. PLC Votes on the completed job description.
6. Send job description to SFC, they will advertise the job through their network and send back with contact information and other details in the right formats.
7. Job is sent through the community vectors team to our network.
8. Set up the two community review panels.
 - The first panel of three people will take initial candidates and produce a standard set of questions to ask them via email.
 - The second panel will include team leaders and involve video and/or phone interviews with the final three to four candidates.
9. Initial applications will be collected by the SFC, they will lightly filter with checks and applicability. Then the candidate list data is anonymised before being sent to the project
10. The first community panel will review the candidate anonymised resumes and create the questions to ask all of the candidates. The questions are sent by the SFC to the candidates. Panel selects final candidates.
11. Second community panel conducts interviews, conducts a deliberation meeting and concludes with a selection of the candidate. The decision is sent to the SFC to conclude the hiring process.

Project Coordinator

Job Description

This role is open to everybody who fits the requirements. It requires a good coordination, communication and community skills to knit together a growing Free and Open Source project in an online space. The job encompasses the following responsibilities and would require availability for twenty hours a week (half time) so tasks should be prioritized according to the project's needs and the available work time.

Some training and skills hand-off will be made available from the current volunteers to ease the use of tools and currently project processes.

Depending on experience the salary range would be from \$30k-\$45k for a year contract, with a three month trial period and multiple year extensions after the first year.

Project Coordination

Watch over all communication channels and project activities, and share timely and relevant updates between channels. Have excellent awareness of happenings within the project and share information between teams.

Attend, assist, or organize meetings and their agendas for teams, ensure teams record minutes and calendar entries are up to date with all needed information.

Make sure all parts of the project get attention and the resources they need, bringing to the PLC any deficiencies. Identify community weak spots.

Report monthly to the Leadership committee on the project's state of health, progress and events.

Community Management

Direct new contributors to the right parts of the project when available.

Help organize in person and online-only hackfests and other community events.

Help write task list templates that volunteers can follow to perform common project objectives consistently.

Contact previous contributors and see how they're doing and if they had difficulties or needed tasks and direct them as needed.

Funding Assistance

Assist in preparing funding request with prepared PLC votes, ensure they follow SFC rules and follow up.

Monitor on-going funded projects task lists, contact involved people and periodically check in.

Keep accounts and budget up-to-date in a consistent online location.

Handle and follow up with reimbursements/payments and record their completion.

Monitor current fund-raising efforts if any.

Manage Sponsors and make sure they get the perks, write articles in case no volunteer can be found and have the correct expiry dates. Check in with sponsors for renewal.

Requirements

- Flexibility: This is a new position, we're sure it will evolve.
- Speak and write English for online and in person communication.
- Be available at EU/USA work times.
- Self-motivated. Plan out your own tasks and execute them within a reasonable time-frame.
- Results orientated. Start planning by setting SMART objectives.
- Experience in a volunteer organisation.
- Ability to use on-line tools (Gitlab, Nextcloud, etc.).
- Good time management and positive work/life balance

Nice to Have

- A familiarity with the Inkscape project or a comparable open source project.
- Some programming or documentation experience.
- Familiarity with Software Development processes.