



Community, Marketing, & Operations Associate

Full-Time, Remote

Posted: November 2025

About the Organization

Time zone localization. Alphabetical sorting. Metric vs. imperial. Scientific notation. Bidirectional text. Non-Gregorian calendars. Currency conversions. Searching for the flamingo emoji 🦩 in your language.

What began in 1988 as a single standard for character encoding has grown into a robust portfolio of open source tools, libraries, and products that ensures global language support, interoperability, and resiliency across billions of devices.

Behind what most take for granted on screens today is the [Unicode Consortium](#), the non-profit open source, open standards body for the internationalization of software and services. Unicode is embedded in every major operating system and used on more than 20 billion devices worldwide. It may be the most widely deployed technology ever.

Once organizations implement Unicode, they unlock access to new markets, users, and communities across the globe.

The Consortium is now hiring for a key role to help strengthen and even further scale our community building, marketing, and operations.

About the Position

This full-time role offers opportunities for increased responsibility and growth over time. The position is remote and includes some scheduled meetings per week, with most work completed asynchronously.

While Unicode has existed for more than three decades, our small and mighty staff operates with the energy and adaptability of a start-up. Each team member wears multiple hats, often on the same day, balancing hands-on tasks with strategic initiatives. This position reports to the CEO and works closely with technical leadership, volunteers, and external partners to expand Unicode's visibility, engagement, and impact.

Key Responsibilities

Community Building, including Events Management (40%)

- Plan and manage virtual, hybrid, and in-person events — from concept and promotion through execution and follow-up.
- Design sponsorship packages, build prospect lists, and craft outreach messaging in support of event and growth goals.
- Support member, sponsor, and donor engagement, including processing contributions and maintaining accurate records.
- Identify, build, and nurture partnerships with industry, media, and nonprofit collaborators.
- Manage community and member databases.
- Generate reports for Board and leadership use.
- Support member and volunteer recruitment and onboarding.
- Maintain online community engagement platforms and ensure a welcoming, informative environment.

Marketing and Communications (40%)

- Maintain and harmonize social media accounts and select websites
- Write and manage digital content such as blogs, newsletters, and mailings.
- Develop and implement creative promotional strategies for the Adopt-a-Character program and other campaigns that drive engagement and revenue.
- Identify new channels and approaches to amplify Unicode's voice globally.
- Work with PR to manage press inquiries and outreach.
- Develop marketing collateral for Unicode's products and events.

Operational and Administrative Support (20%)

- Help coordinate contract or freelance resources for key projects.
- Maintain the database of contacts and follow-up.
- Support the CEO in organizing Board, committee, prospect, and other meetings, preparing materials, and managing stakeholder follow-up on action items.
- Manage travel arrangements.

- Secure licensing paperwork from contributors
- Respond to inquiries through ticketing systems.
- Contribute to process documentation, knowledge sharing, and operational improvement.

Other

- Other items as identified
-

Qualifications

- Excellent written and verbal communication skills.
 - The ability to multitask and take initiative is essential.
 - Integrity, humility, humor, and a mission-driven outlook.
 - Comfortable working in a distributed, cross-cultural environment with volunteers and partners worldwide.
 - Strong organizational skills with meticulous attention to detail.
 - Creative, proactive, and solutions-oriented (“solve-to-yes” mindset).
 - Demonstrated ability to work both independently and collaboratively.
 - Eagerness to learn and adopt new tools that enhance workflow and collaboration.
 - Ability to research and recommend tools, processes, and investments.
 - Bachelor’s degree and some prior experience in a professional environment preferred.
 - A master's degree or 3-5 years prior work experience is a big plus.
-

Tools & Platforms (*Familiarity preferred but not required*)

- Google Workspace, Google for Nonprofits, AdWords
- CRM (Little Green Light)
- Zoom
- Basic HTML
- Social Media (LinkedIn, Instagram, Facebook, YouTube)
- Canva, ChatGPT, and similar productivity or design tools
- Other tools that can support Unicode for its next stage of growth.
- Mailchimp

Must be able to demonstrate effective usage of tools.

Additional Information

US-based with a salary range of \$47,000 - \$52,000, commensurate with experience. Company benefits include paid holidays and time off, stipend towards healthcare, and a match towards a SIMPLE-IRA.

Please email a letter of interest and resume to: candidates@unicode.org. Include the position title in the "Subject" line.

Resumes with a letter of interest demonstrating direct experience will receive priority consideration. Thank you for your interest in joining our team. As a small nonprofit with limited capacity, we will reach out only to candidates whose profiles align closely with our needs.