Community and Events Manager

About the Organization
The Unicode Consortium is the non-profit open source, open standards body that provides the foundation for everyone to communicate in their own languages — across all platforms and on billions of devices. It is arguably the most widely used software in the world.

Unicode provides a unique number for every character, no matter what the platform, program, or language is — and its broad impact is only possible because of the support of our members and an extensive community of dedicated, passionate volunteers who have worked over 30 years to encode all of the world’s scripts and languages and the ever-popular emoji.

Beyond character encoding, Unicode is also the de facto standards and coding package for internationalization, providing the framework that allows currency, time, date, person names, and much more to appear in the format relevant and accurate for the languages of the world — in ways that a native speaker would expect their language to behave. Once organizations implement the Unicode Standards, the expansion into new international and local markets can more easily become a reality.

The organization is now looking to fill several key roles.

About this Position
This is a part-time, salaried position of 50% per month, with flexibility to work remotely. On a weekly basis, there are roughly 3-4 hours of set meetings. Most other work can be done asynchronously. While the organization is more than 30 years old, in many ways we still operate like a start-up. Each team member wears multiple hats and daily activities can range from the most tactical to strategic.

This position has no direct reports, but requires engagement with volunteers, contributors, and contractors. This position reports to the CEO and will work closely with the Membership Manager, and Social Media and Marketing Coordinator.

Responsibilities
Community Engagement, including Volunteers, Members, Sponsors, and Partners
Support community development, engagement, and retention
- Drive local and global community building and knowledge sharing
- Identify opportunities and organize virtual, hybrid, and in-person events — pre, during, and post production
- Support the revenue and growth strategy — for example, design sponsorship packages for events; build prospect lists and messaging
- Process membership requests and sponsor contributions and donations
- Ensure the integrity of and maintain the community and member database
- Produce reports to support Board and other reporting and prioritization
- Maintain channels and identify platform for online community engagement
- Help extend bench of volunteers and contributors
- Identify, build, and nurture partner relationships
- Follow-up on inquiries or support member and community outreach, support member onboarding

**General Operational Support**
- Identify ways to streamline processes and improve organizational and operational effectiveness
- Build program templates to ensure continuity of initiatives
- Help source and manage contract resources for certain projects
- Communicates with stakeholders, organizes Board and other meetings

**Other**
- Other initiatives as determined

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**Qualifications**
- Excellent written and verbal communications
- Comfortable working in a dynamic, distributed environment with an extended volunteer community and ecosystem
- Superb organizational skills with a keen attention to detail
- Open to learning and using new tools to further professionalize the organization and streamline ops
- Solve-to-yess mindset
- Balance of operating independently and interdependently — and understanding when one is required over the other
- Creative, outcome-oriented approach
- Ability to research options and make clear recommendations for tools, processes, investments, etc.
- Passion, humility, humor, integrity, positive attitude, mission-driven
- Bachelor’s degree preferred, or equivalent combination of education, training, and experience

**Tools — Familiarity desired, but not required**
- Google Workspace
- CRM - Little Green Light
- WordPress, HTML
- Google for Nonprofits, AdWords, X (Twitter), LinkedIn, Facebook, YouTube
- Canva, Chat GPT
- Other tools

This is a 50% salaried position, remote (US only), salary range from $37k-40k/yr based on experience.

**Interested?** Please email a letter of interest and resume to: candidates@unicode.org. Include position title in the “Subject” line. Resumes with a letter of interest demonstrating direct experience will receive priority consideration.