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 the Position

Reporting to the CTO and Technical Coordinating Group, the Program and Production Manager’s purview is in three core areas:

(1) Review & help improve docs, tools & processes
(2) Support the technical committees with project management with various weekly, monthly, quarterly, and annual cycles
(3) Drive the production and publication process of the Unicode Standard and other UTC specifications

This is not a people management position, but will require leading by influence and coordinating the efforts across contributors, volunteers, and staff.

Responsibilities

GENERAL

1. Understand and document current release processes, including identifying key issues with the current processes
2. Assist/offload project management (tracking/nudging/etc.) for releases
3. Bridge work across TCs, support CTO in execution of organizational technical priorities
4. Project manage the Unicode products – documentation, code, data, etc.
5. Project manage work of UTC - EdCom
6. Help automate tasks when possible
7. Participation in standing Committee meetings as needed

TECHNICAL COMMITTEES - PROGRAM MANAGEMENT

ICU/CLDR/UTC-EdCom
- Per release (twice a year plus sometimes bug fix releases):
  - Manage the release spreadsheet, track tasks and deadlines, nudge assignees
- Frequently:
  - Help review the ticket backlog, help collect tickets into groups/projects, help make the case for prioritizing projects
  - Organize casual (20%) contributors, make sure docs, tools & processes make them productive; help organize lists of things to do including what & why

UTC Properties and Algorithms Group (PAG)
- Year-round:
  - Create & manage GitHub issues for external feedback
  - Help prioritize issues to resolve according to deadlines and other factors
  - Nudge assignees
- Once per quarter:
  - Help write the group's report to the UTC, manage resolved issues

UNICODE STANDARD – PRODUCTION AND PUBLICATION

UTC Release Management Group (RMG)
- Year-round:
  - Help keep the work for the next milestone (alpha, beta) and release on track
  - Manage the release task spreadsheet, make sure tasks are done on time, record status, nudge assignees
  - Coordinate the status of the 20 or so major specifications: Who edits, contents pending or complete, reviews done, cleanup done, published
  - Track & coordinate new characters/scripts across proposal review, release pipeline, properties work, and documentation
- Once per quarter:
  - Help finalize the UTC meeting minutes; extract action items into the tracking spreadsheet

Other
- Other initiatives as determined

Qualifications
- Excellent written and verbal communications
- Comfortable working in a dynamic, distributed environment with an extended volunteer community and ecosystem
- Excellent project management and 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-yes 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
- GitHub issues, projects, teams
- Jira
- HTML

This is a remote position of approximately 35-40 hours/month with an hourly rate of $35-$45, commensurate with 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.