

Communications and community coordinator for ‘Enhancing Indic Oral Culture on Wikimedia projects’

Position description:

This part-time role is an opportunity to work on an innovative project with people interested in enhancing knowledge diversity on Wikimedia projects. The coordinator will also have the opportunity to be a volunteer participant in the project.

Reports to: Project manager, Enhancing Indic Oral Culture on Wikimedia projects

Period of contract: 1st July 2024-1st June 2025

Remuneration: 25k INR

Location: India (mostly remote except for team meetup/s and in-person events)

Enhancing Indic Oral Culture on Wikimedia projects:

The project aims to innovate in the field of oral culture documentation in the South Asian region. Apart from training citizen archivists to document oral culture and its application on various Wikimedia projects, this project will also focus on exploring reuse of the documented content and collaboration with similarly inclined institutions to enhance the overall program.

A number of volunteer participants from various language communities will be onboarded, and given training as per their requirements. Since building a community of oral culture enthusiasts is also one of the focuses of this project, in-person events will also be organized.

Find more about the project [here](#).

Purpose of the role:

- To support the project in creating a team of oral culture enthusiasts.
- To enhance communication in order to enhance smooth flow of project activities and collaborations.
- Responsibility for timely delivery of tasks for check-ins, meetings, training sessions, and events.
- Assist with execution of online meetings and operations related tasks for in-person events.

Duties and responsibilities:

1. Attend all meetings and take meeting minutes, note to-do lists and deadlines.
2. Contribute to effective outreach, communication, and relationship building.

3. Set and implement social media and communication campaigns to align with project aims and strategies.
4. Assist with outreach for potential volunteer participants for the project.
5. Track participant output, assist in developing reporting and metrics measures.
6. Monitor and report on feedback from participants.
7. Participate in and assist with organization of events.
8. Assist with engaging text and image content for presentations.

Selection criteria

- Good verbal and written communication skills in English and other Indic languages.
- Ability to build relationships and foster community.
- Experience with Google office suite and Trello.
- Highly organized.
- Experience with open knowledge movement and Wikimedia projects is desired.
- Experience with event organization and logistics is desirable.

If you are interested in this role, email your resume and cover letter to amritsufi2@gmail.com.