Community Manager ToR

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Job/task Title: Community Manager – Open Source Energy Access Community

Location: Remote (available to work within Central Africa Time zone +/- 3)

Type: Part-time or Consultancy contract (10-20 hours per week)

About EnAccess Foundation

EnAccess Foundation is dedicated to advancing Open Source solutions in the energy access sector. We provide resources and support to innovators working to bring clean, affordable, and sustainable energy to off-grid and underserved communities worldwide. As we continue to grow our Open Source community, we are looking for a proactive and strategic Community Manager to cultivate, develop, and drive the engagement of our community around energy access.

Objective of the Role

The Community Manager will be responsible for building and nurturing a vibrant Open Source community around energy access (the "OSEA community"). The goal is to increase community participation, enhance collaboration among community members, and foster an environment where Open Source in energy access projects can thrive. This role is key to strengthening the engagement, collaboration, and overall health of our promising community.

Key Responsibilities

Community Development:

- Develop and implement a community engagement strategy tailored to Open Source in the energy access sector.
- Identify key community members, stakeholders, and influencers to form a strong foundation for engagement.
- Foster relationships with energy access practitioners, researchers, developers, and organizations to grow the community.
- Foster relationships with Open Source practitioners, organizations, geeks, researchers, and developers to become part of the community.

Content Creation and Communication:

- Work closely with our Communications department to create engaging content, including blog posts, newsletters, social media updates, and discussion prompts, to keep the community informed and engaged.
- Regularly communicate project updates, success stories, and opportunities for collaboration within the community.

Facilitation and Support:

- Facilitate discussions and activities within community channels (e.g., forums, social media, Discord, GitHub) to stimulate participation and knowledge-sharing.
- Support community members in contributing to projects, providing guidance on how to get involved in the Open Source in energy access initiatives/projects.
- Work closely with our Communications department to organize virtual community events (webinars, community calls, workshops) to facilitate knowledge sharing and collaboration.

Monitoring and Reporting:

- Monitor and report community health and growth using relevant metrics (e.g., membership numbers, engagement levels, contributions).
- Gather feedback from community members to inform improvements and identify key areas for development.

Outreach and Partnerships:

- Identify and pursue partnership opportunities with relevant organizations, networks, and experts in the energy access sector and the Open Source ecosystem.

Community Tools and Resources:

- Maintain and optimize community platforms and tools (e.g., Slack, forums, GitHub repositories) to support seamless engagement and collaboration.
- Develop guides, FAQs, and onboarding materials to help new members become active contributors.

Qualifications and Skills

- Experience:
    - Proven experience in online/remote community management, preferably in the Open Source, technology, or energy access sectors.
    - Experience in onside/physical community event organization and management is a plus (preferably in the Open Source, technology, or energy access sectors)

- Tools: Proficiency in using community platforms (e.g., Slack, Discord, GitHub) and social media channels for engagement.
- Communication: Strong written and verbal communication skills. Ability to create compelling content and facilitate discussions.
- Engagement: Passionate about fostering collaboration and building communities around impactful projects.
- Technical Knowledge: A basic understanding of Open Source software development practices is desirable. Familiarity with energy access or renewable energy concepts is a big plus.
- Organizational Skills: Working independently is a must at EnAccess! Furthermore, proven organizational and project management skills are essential.

Duration and Time Commitment

This is a part-time or consultancy role requiring approximately 10-20 hours per week. The initial contract will be for three months, with the possibility of extension based on performance and community needs.

Compensation

The consultancy fee will range between USD 800-1800 /month and be based on experience and time availability, which will be agreed upon during the selection process.

How to Apply

Interested candidates should submit their resume, a short cover letter (~1 page, A4) detailing relevant experience, and examples of previous community management work (e.g., community strategy, content samples, reports).

Please send your application to hr@enaccess.org with the subject line: "Community Manager – OSEA Application". Applications will be reviewed on a rolling basis.