



Community Support

Location

Flexible, NY or London preferred; must be able to work East Coast US hours 5 days a week

How to apply

This role will report to [Rob Underwood](#), Director of Programs. Please apply by emailing your application, including resume and cover letter, to recruitment@finos.org and copy the hiring manager.

About FINOS

The Fintech Open Source Foundation (FINOS) is an independent nonprofit organization focused on promoting open innovation during a period of unprecedented technological transformation within financial services. FINOS believes that organizations embracing open source software development and common standards will be best positioned to capture the growth opportunities presented by this transformation. We bring together the world's top banks, fund managers and financial services technology firms enabling them to collaborate in an open, trusted environment.

Description

FINOS seeks an energetic, enthusiastic, experienced individual to work closely with the Director of Programs to support the foundations eleven programs and nearly 100 working groups and projects. A component of this role will be to support community and marketing activities to help attract new developers and contributors to the FINOS community. This roles requires a confident, detail-oriented individual who can work independently within a small team, handling wide-ranging responsibilities and tackling both strategic and tactical work with enthusiasm. This is a great opportunity to work with some of the world's top financial institutions and technology companies, fostering collaboration and driving innovation.



Responsibilities

This role reports to Director of Programs but the candidate is expected to work closely with all team members.

Open Source Programs' Community Support

- Attend (remotely) and help facilitate FINOS program community meetings (about 3-6 per week). This includes supporting the meeting leads, usually executives at FINOS members, with preparing an agenda, running the meeting, and following up with minutes. Technical support for meeting execution, recording and transcription services.
- Support member and community use of collaboration tools, including
 - Support program, working group, and project leads in their moderation of Google Groups, both messages and join requests
 - Support program, working group, and project leads in their use of Atlassian Confluence
 - Administrative support and data maintenance of collaboration tools
- Help set up and support Github or Gitlab repositories for programs
- Support onboarding of new community members (e.g., a developer who has decided to join a FINOS program project); help answer initial questions
- Support member and individual contributor licensing process
- Support member and contributor use of WebEx online meeting software
- Data administration and support managing community metrics
- Together with the foundation operations team, help maintain the public calendar of program activities

Program Marketing Support

- Participate and post in online developer communities to share information, and answer questions about FINOS programs
- Support the planning and execution of public calls for contributions and product releases; provide support to release planning with FINOS programs