

Jupyter Community Events Manager

Position Overview

The primary role of the Project Jupyter Community Events Manager will be to manage two event programs: JupyterCon and Jupyter Community Workshops. In conjunction with NumFOCUS and Project Jupyter leadership, you will create and implement a strategy to connect the international Jupyter community through both online and in-person events.

Jupyter Community Workshops is a global event series where community contributors volunteer to host events in their local communities. You will lead and support the structure and processes that will allow community workshop organizers to host successful workshops.

JupyterCon is an international user conference for scientists, engineers, and educators from all over the world. As the lead conference organizer for this event, you will direct the work of a team of folks from NumFOCUS, Project Jupyter, and the wider community to host an engaging event designed to connect Jupyter enthusiasts in a wide variety of fields.

This position is remote with a requirement to work standard business hours in the Central time zone. Should operations return to the office, this role will be based in Austin, Texas, with the possibility of a partial remote schedule.

About Project Jupyter

Project Jupyter develops open-source software, open standards, and services for interactive and reproducible computing across many programming languages. Project Jupyter develops many open-source software packages, including the popular JupyterLab and Jupyter Notebook web applications which are used for scientific research and data science across research, education, and commercial applications.

Project Jupyter is formally part of NumFOCUS and is governed by the Jupyter Steering Council. Under the leadership of this Council, the main development and design work of Jupyter is carried out through open community consensus of contributors on GitHub. A mostly full-time group of core contributors (around 25) from a variety of institutions and companies collaborate with hundreds of volunteers.

More information is available on our website: www.jupyter.org.

About NumFOCUS

NumFOCUS is a 501(c)(3) nonprofit organization that promotes open practices in research, data, and scientific computing by serving as a fiscal sponsor for open source projects and organizing community-driven educational programs.

Our community is made up of lots of incredibly smart and passionate people! You will be working with a small team of friendly and dedicated nonprofit professionals. NumFOCUS staff supports the international community of researchers and data scientists whose work accelerates life-changing research and scientific discoveries for a better world.

More information on our mission and programs is available on our website: www.numfocus.org

Our Core Values are the guiding principles by which NumFOCUS makes decisions and by which we define our culture.

- **Inclusivity:** Commitment to diversity and a welcoming, friendly community.
- **Transparency:** Open access creates a collaborative community in which the best ideas can come forward.
- **Curiosity:** Passion for learning and commitment to scientific inquiry.
- **Collaboration:** The best ideas come from a diverse group of individuals working together.

Our team works together closely, and we support one another to do our best. We enjoy generous benefits (medical/dental/vision) and paid time off. Our culture is casual and friendly.

This role enjoys opportunities to travel to other cities in support of events. You can expect to spend about 15 days a year traveling.*

Responsibilities:

General

- Establish and maintain a cooperative working relationship with colleagues, academic, business, and industry representatives, and the general public in diverse fields. Interpersonal skills and relationship-building abilities are a crucial part of success in this role.

- Make it your mission to understand community organizers are passionate volunteers and work to help them create the best event possible for our community.
- Foster and maintain contacts with a wide array of conference vendors to ensure consistent delivery of needed goods and services for event programs
- Work closely with the NumFOCUS Events and Digital Marketing Coordinator to plan and assist with the digital marketing activities that help drive participants to Jupyter events, including social media channels and websites.
- Track all project budget and expenses, prepare reports, develop budget forecasts and work with leadership to incorporate that information into project planning and strategy
- Contribute to and periodically review Jupyter and JupyterCon social media channels

Community Workshops

- Lead end to end management of a global open call for proposals - this includes marketing the grant funding opportunity, working with the committee to vet submissions, and managing all awardee/volunteer event organizer communications
- Post their selection, review and approve all detailed budget proposals
- Mentor, guide, and provide resources for community organizers to support their ability to successfully and efficiently execute their event plans
- Work with NumFOCUS finance team to ensure reimbursements are handled in an efficient and timely manner
- Represent Project Jupyter at events as needed, serving as an ambassador or friendly point of contact

JupyterCon

- Project manage all aspects of the international user conference
- Manage event-related email communications, including general community inquiries and requests from event participants
- Coordinate the work of a variety of different resources, including external vendors, internal cross-functional teams, and community volunteers.
- Collaborate with various individual committees, ensuring volunteers are supported (Sponsorship/Content/CFP/etc.)
- Collaborate with the NumFOCUS Events Manager to meet the needs of the event (website, badges, catering, etc.)
- Manage all logistics associated with the event's execution, including the day of or onsite/online management
- Provide updates and report progress on conferences at NumFOCUS Event Strategy Meetings and Project Jupyter Meetings

- Create a framework for events budget, meticulously track progress, and report post-event on adherence to goals
- Guide NumFOCUS finance team to manage event budgets and reports in an efficient and timely manner
- Represent Project Jupyter at the conference, serving as a friendly point of contact for the community
- Compile a detailed report of outcomes, including post-event feedback from participants and sponsors

Required qualifications:

- 3 years of prior event planning experience
- Self-motivated, flexible, responsible, resourceful, innovative, and highly independent; comfortable creating professional goals and flagging areas where support is needed
- Ability to maintain confidentiality, honesty, and strong ethical reasoning
- Demonstrated self-awareness and commitment to values of diversity, equity, and inclusion
- Show initiative, work independently, and respond appropriately to ambiguity
- Excellent project management skills. Ability to prioritize, plan, and organize complex work in a fast-moving and highly collaborative setting. Strong time management skills.
- Experience in managing, forecasting, and planning large complex budgets using Excel, Google Spreadsheets, QuickBooks, or other budgeting software. Ability to perform business math, analyze budgetary data, follow general accounting procedures, and make accurate projections requiring some inference.
- Outstanding interpersonal communications skills, both oral and written. Is comfortable interacting with a wide variety of people.
- Working knowledge of digital marketing and communications tools, or willingness and aptitude to learn. Because our community is global, we rely heavily on a variety of digital tools to coordinate event marketing and logistics (Slack, Google Docs/Drive, Dropbox, Zoom, etc.)

Preferred qualifications (nice-to-have, not required):

- Experience organizing complex events in remote locations
- Experience being a part of a distributed/remote team
- Experience collaborating with or managing volunteers
- Experience working directly with scientists or engineers
- Familiarity with open source and/or data science communities and tools
- Visual or graphic design skills, an eye for visual design

- Experience or interest in design thinking/user experience design
- Bilingual skills: fluency in Spanish, German, or French

Physical Demands

While performing the duties of this job, the employee is regularly required to speak or hear to exchange information in person, by phone, or other digital devices. The employee frequently is required to stand; walk; use hands, fingers, and wrist to operate a computer keyboard, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Application Instructions

Email your **cover letter** and **resume** to hire@numfocus.org with the subject line, "Jupyter Community Events Manager."

- * Note: Given the COVID-19 pandemic, in-person conferences and travel have been suspended but will resume once safety considerations allow.