

WMEE STAFFING PLAN 2018

Due to the maternity leave of ED Marta Peebo her administrative responsibilities are shared between the GLAM-coordinator and the reporting specialist.

As the **GLAM-coordinator** is in charge of the credit card, she is in charge of duties that involve buying (tickets, posting letters, sending the invoices to accountant etc.) She is the one to whom the accountant turns to in case there are questions considering the invoices. The GLAM-coordinator is also in charge of sending a weekly newsletter to the members of WMEE.

Until the end of 2017, the education program coordinator was responsible for all GLAM work; in 2018, the GLAM-coordinator should take this over. After that, the role of GLAM-coordinator would include:

- * Active communication with Finno-Ugric Wikipedians and organization of joint projects;
- * Building cooperation with Estonian museums and archives;
- * Representing WMEE in Nordic and CEE Wikimedia networks;
- * Covering ongoing projects in international Wikimedia channels;
- * Work within Miljon+ project.

The duties of the **reporting specialist** involve:

- Writing and timely submission of reports and applications;
- Ensuring the timely meeting of the targets set in the WMEE grant application by reminding the members and staff of WMEE of their duties;
- Confirming expense reports and travel compensation applications, archiving documents and forwarding them to the accountant; confirming payments in the accounting system and internet bank, preparing sales invoices;
- Observing the budget and expenses of WMEE, coordinating the possible changes in budget with WMF if needed;
- In cooperation with the board, preparing contracts for services and registering new workers with the Tax and Customs Board of Estonia;
- Collecting vacation and travel applications, sick leave certificates, care leave certificates and forwarding them to the accountant.

Communication manager

The communication manager ensures that WMEE projects and events are properly communicated in WMEE inner circles, that is members, volunteers, partner organisations etc, as well as for general public, that is social media, dedicated blogs and news portals and old media newspapers. More specifically, the comms manager's responsibilities are:

- Keeping in touch with volunteers, partner organisations and organisations with similar interests and create model for improving information exchange, implement and maintain this network.
- Informing news portals, newspapers, etc. about WMEE projects and events, writing press release and maintaining contact with journalists.
- Media monitoring on WMEE and related issues.
- Maintaining media plan.

- Helping WMEE staff and volunteers in planning media work and messages for events, etc.
- Creating reusable media snippets for future use.
- In cooperation with partnering media experts, updating WMEE public image in WMEE blog, home page and create standard for communicating WMEE events, projects with video and other relevant digital media.

Education program coordinator is responsible for managing our education program. That involves:

- building the network of education-related people working with Wikipedia;
- visiting schools and universities and maintaining contact with them;
- introducing Wikipedia in schools or finding people who would do that;
- carrying out lectures and workshops around Wikipedia, preparing materials for this;
- promoting the use of Wikipedia in education;
- collecting information about our success stories and spreading it around.