

Recruitment Guidelines

Platform Circle Recruitment Guidelines

[Watch this video](#) to hear from current platform circle members about their work.

Circle Details

- **Aim:** To implement Village Platform software development and operations
- **Domain:** Village Platform airtable database, related software services, software improvements, recruitment and training of circle members, train Leads and setup Villages on the platform.
- **Monthly Meeting:** (Not currently meeting)

Desired Qualities & Expertise

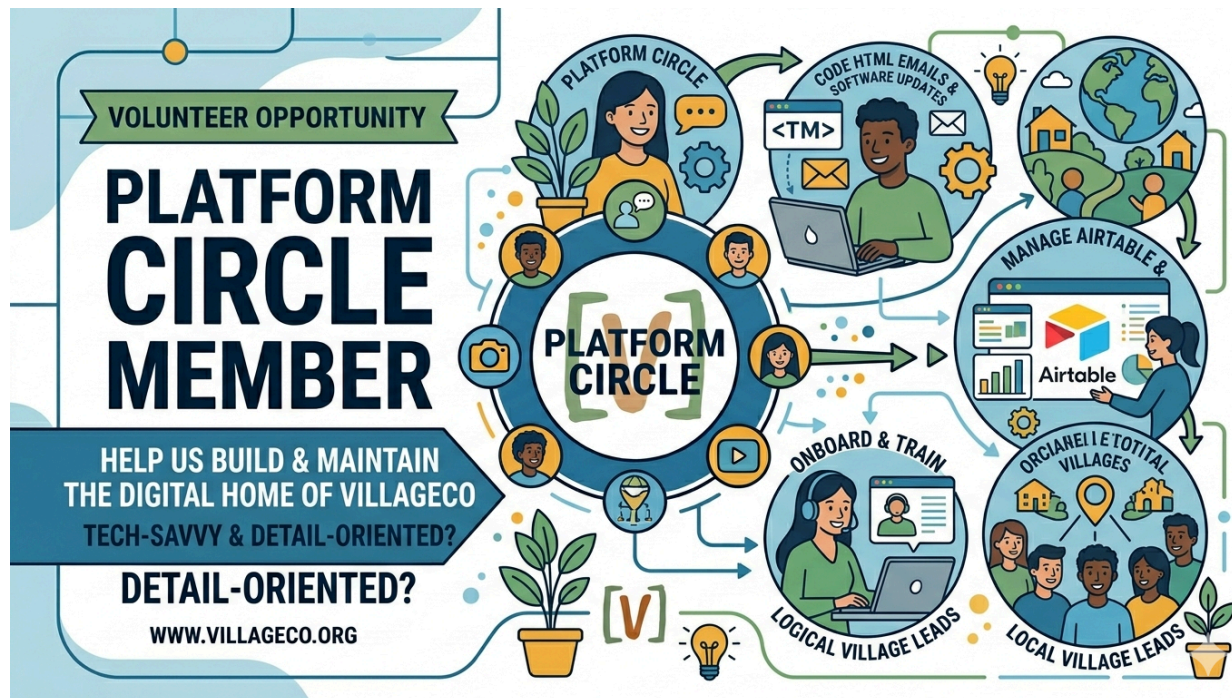
- Experience with or interest in software development
- Experience with Airtable, or ability to learn new software programs quickly
- Experience with HTML & coding emails
- Experience with product management
- Ability to write technical documentation

Commitment

Prospective members should have the capacity to:

- Attend regular meetings
- Able to take assignments and complete work between meetings
- Ready to commit several weeks/months to onboarding & learning the production environment
- Provide feedback on shared work
- Commitment to shared decision-making and learning sociocracy

Idealist Listing



About the Role

VillageCo is seeking tech-savvy and detail-oriented volunteers to join our **Platform Circle**. The primary aim of this circle is to implement, maintain, and evolve the software development and operations behind the Village Platform. As a circle member, you will directly manage our digital ecosystem, helping us scale by onboarding new Villages and optimizing the tools that keep our community connected.

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Key Responsibilities

In this role, you will collaborate with the team to manage and improve VillageCo's digital infrastructure:

- **Platform Management:** Oversee and maintain the Village Platform Airtable database and all related software services.
- **Software Improvements:** Implement technical updates, handle software improvements, and code HTML emails.
- **Community Onboarding:** Set up new Villages on the platform and train local Leads on how to use our software tools.
- **Circle Growth:** Assist with the recruitment and technical training of new Platform Circle members.

- **Active Collaboration:** Provide feedback on shared technical work, participate in shared decision-making, and complete assigned tasks independently.

Desired Qualities & Expertise

We are looking for individuals who enjoy working with digital systems and possess the following skills or interests:

- Experience with or a strong interest in software development.
- Experience working with Airtable, or the ability to pick up new software programs quickly.
- Hands-on experience with HTML and coding emails.
- Experience or background in product management.
- The ability to write clear, concise technical documentation.
- A commitment to collaborative, shared decision-making and a willingness to learn sociocracy.

Time & Schedule Expectations

- **Meeting Schedule:** The circle is not currently meeting on a set monthly schedule, but prospective members must have the capacity to attend regular meetings as they are established.
- **Onboarding & Learning:** Ready to commit several weeks or months to thorough onboarding and learning our live production environment.
- **Workflow:** Ability to take on technical assignments and reliably complete production work independently between team touchpoints.

Steps to Become a Volunteer

Ready to make an impact? Joining the VillageCo team involves a simple three-step pathway:

1. **Orientation:** Attend a Volunteer Orientation to meet some of our team members, learn more about VillageCo, and see if this opportunity feels like a good fit for you.
2. **Visit a Circle:** Observe a Circle meeting as a visitor to get a feel for how we organize and work together. If you want to continue, attend a second Circle meeting as a full participant and join as a Member.
3. **Onboarding:** Once you have joined a Circle, you'll have a 1:1 onboarding meeting with a volunteer manager to set you up on our software and answer any questions you may have.

For more details, full event schedules, and to get started, visit villageco.org/volunteer.

Democracy Lab Listing

Problem

Lead of our local community groups (Villages) need software to help manage their gatherings, roles, and communications. This software needs to be highly minimal - no logins for members to use, and using email as the primary interface.

Solution

We use an elaborate Airtable Database with custom scripts and automations. We need volunteers to help develop this platform, setup new Villages, and provide technical support.

Actions

VillageCo is seeking tech-savvy and detail-oriented volunteers to join our Platform Circle. The primary aim of this circle is to implement, maintain, and evolve the software development and operations behind the Village Platform. As a circle member, you will directly manage our digital ecosystem, helping us scale by onboarding new Villages and optimizing the tools that keep our community connected.

Meeting Schedule: The circle will meet monthly. Prospective members must have the capacity to attend regular online meetings.

Onboarding & Learning: Ready to commit several weeks or months to thorough onboarding and learning our live production environment.

Workflow: Ability to take on technical assignments and reliably complete production work independently between team touchpoints.