WIKIMEDIA EESTI (WM EE) STAFF OVERVIEW 2018 H2

PROJECT MANAGER	
Authority	Can make decisions related to the managed projects. That includes starting, changing and terminating them. Planning their finances, but not making financial transactions.
Responsibility	- Setting up new projects and helping to find people and partnering institutions to execute them. That includes project design, financial planning, promotion and supervision among others. - Watching over our core projects and ensuring their functioning by stepping in whenever help is needed. - Visiting schools, universities and other institutions. Building the network of education and GLAM related people working with Wikimedia. - Advising volunteer program managers and our partners on Wikimedia-related things. Carrying out lectures and workshops if needed. - Collecting data and creating promotional materials for WMEE projects. Promoting the use of Wikipedia and its sister projects. - Helping WMEE to move on with its mission and goals. Growing the organization sustainability and membership number. - Locating new potential project managers, training and helping them.

Competency	- Excellent knowledge of Wikimedia sites. - Contacts in wiki community and understanding about its essence. - Experience with and knowledge about WMEE projects. - Good general management skills. Experience in running both simple and complex projects. - Good communication and team-management skills.

VOLUNTEER COORDINATOR

Authority	- Can make decisions related to the volunteer program, except financial transactions. - Can sign voluntary work contracts with volunteers.
Responsibility	- Maintenance of the volunteer management system. - Managing volunteer human resources of the chapter. - Public and community promotion of the volunteer program via social media and events. - Collecting data, creating reports and sharing learnings from the volunteer program. - Participation in the international Volunteer Supporters Network
Competency	- Good general management skills - Experience with and knowledge about WMEE projects. - Good communication and team-management skills.