

## OWASP Operations Admin - 2016

**Title:** OWASP Operations Admin

**Compensation:** \$15 per hour, 30 hours per week. Eligible for benefits.

**Location and travel:** Home office. Travel 2-4 times/year as required for in person meetings and community outreach. Video conference meetings using Gotomeeting, Gotowebinar, Google Hangouts

**Responsible to:** OWASP Operations Director

### **Responsibilities and Key Job Functions:**

This individual is will support the operational team by performing tasks as assigned. Some of the activities may include:

#### **Community Customer Service**

- Assigning owasp.org email addresses to members and community leaders after verifying eligibility
- Preparing data lists for import/export
- Deduping Salesforce Data - contacts
- Deduping Salesforce Data - accounts
- Updating reports for public domain according to a predetermined schedule.
- Updating google docs as appropriate
- Coordinating the fulfilment of merchandise orders for various outreach events and local/regional events
- Maintain e-store with new products, inventory, pricing
- Manage e-store shipping (DHL/UPS/FedEx)
- Library new chapter training materials
- Library Community/Member resources
- Update member directory

#### **CoMarketing agreements**

- Works with org representative and with OWASP community to execute on contract deliverables (promotions, speakers, logos) Not social media

#### **Projects**

- Updating project dashboard
- Synch project dashboard, donation scoreboard, wiki page, and Salesforce with project information

#### **Chapter**

- Setting up new chapters/chapter restarts/leadership changes (including processing new

chapter leaders)

- Synch chapter dashboard, donation scoreboard, wiki page, Salesforce (chapter and contact record)

### **Events (local/regional/training/appsec)**

- Logistics
  - Location/venue
  - Catering
  - Speaker liaison (speaker agreements)
  - Meetup pages/wiki pages/calendar with location
  - Registration
  - On-site handouts (local and global promotion)
  - Meeting sponsorships (local)
  - Coordinate training documents (library)
  - Update contact records - lead retrieval data

### **Volunteer management**

- Volunteers for Salesforce
  - Maintaining campaigns
  - Maintaining jobs
  - Processing volunteers
  - Increasing communication
  - Setting up social media plans