



REQUEST FOR PROPOSAL: ASF EXECUTIVE ASSISTANT

Historically, the Apache Software Foundation has relied on volunteer effort to manage its administrative tasks. However, as the ASF has grown, the workload required, as well as our reliance on individual volunteers, has increased.

The Foundation is now seeking an executive assistant to lighten the burden on individual volunteers, as well as to provide consistent execution of tasks.

Proposals from independent contractors are welcome.

What Is The Apache Software Foundation?

The Apache Software Foundation provides organizational, legal, and financial support for a broad range of open source software projects. The Foundation provides an established framework to manage intellectual property and financial contributions, and to simultaneously limit contributors' potential legal exposure. Through a collaborative and meritocratic development process, projects hosted at the Apache Software Foundation deliver enterprise-grade, freely-available software products that attract large communities of users. The pragmatic Apache License makes it easy for all users, commercial and individual, to deploy Apache products.

For more information on the Apache Software Foundation, please see

* <http://www.apache.org/>

especially

* <http://apache.org/foundation/how-it-works.html>

What We Need

We are looking for an individual capable of taking on the tasks of an executive assistant. You must be comfortable working remotely, from home. You must also be competent in typical office- and accounting-software, and demonstrate an ability and willingness to learn to use new software and tools.

As part of a virtual organization, you must be a self-starter, capable of moving forward on day-to-day operations without direct oversight.

You should be comfortable with using email as the primary communication medium, but should also be willing to switch to other modes, from IM/text messages to phone calls, to get necessary information on a deadline.

What We Do Not Need

We are not looking for a manager capable of delegating tasks, but rather someone who recognizes tasks and picks them up.

General Responsibilities

The executive assistant will report to the President of the Apache Software Foundation.

The assistant will be expected to support other officers, including the Treasurer and Secretary. This work will include the following:

- Preparing and properly filing all required business and tax documents for corporate filings, payroll and other similar recurring statements.
- Ensuring that invoices are issued and bills paid in a timely manner.
- Tracking income and expenditures, maintaining ledgers, and preparing necessary reports for monthly financial statement, budgetary comparison and audit.
- Working with officers to plan budget submissions and to prepare an annual budget for board approval.
- Recording receipt of documents in the Foundation SVN repository, and filing them appropriately for further processing.
- Identifying specifications, reviewing proposals, and negotiating bids for outside services.
- Coordinating meetings, including negotiating contractual multi-year meeting- and event-spaces, and supporting Foundation-sponsored travel arrangements
- Assisting with agenda scheduling of Members and Board meetings as requested, and recording minutes for various Foundation meetings.

- Handling miscellaneous confidential and time-sensitive issues to ensure they are resolved by the appropriate committee or officer.

This list is indicative of the types of tasks required of the executive assistant, and should not be presumed to be an exhaustive list.

On a technical level, these tasks will require familiarity with Quickbooks, and a willingness to learn how to use SVN to manage files and documents. They will also require the development, maintenance and co-ordination of virtual office resources, and a willingness to provide documentation or training to volunteers who may be required to work with the assistant.

The assistant will further be expected to identify and keep track of the tasks requested, to prioritize them appropriately (seeking guidance from officers where necessary), and to continue to follow-up until they are successfully completed or handed off. This will require the assistant to become familiar with and to document the Foundation calendar, including dates for contract renewals, meetings at various levels, board reporting schedules, and so on.

Travel

Your attendance may be requested at a small number of Foundation events annually.

Time Commitment

The position of executive assistant is expected to be part time initially.

Compensation

Compensation will be based upon experience and time availability.

Length of Contract

The position of executive assistant is a 6 month, renewable, contract. Payment will be monthly.

Contact Information

For more information, contact the President of the ASF, Jim Jagielski, at jim@apache.org