Jobs at OASIS

Full Time Positions

Member Engagement Coordinator

OASIS, a global non-profit consortium facilitating development of new technologies through open standards and open-source collaboration seeks a Member Engagement Coordinator to help engage and retain community members. OASIS currently manages 70+ Technical Committees with thousands of members from around the globe and is undergoing a technical revolution in alignment with our high-tech members' needs.

In this position you will help engage new and existing members with our community, community members and online collaboration technologies. You will:
- Manage the membership database, member records, committees and working groups
- Facilitate the new membership application workflow
- Help members onboard with their communities and collaboration tools
- Engage members with ongoing community assistance
- Provide ongoing updates to membership website pages regarding member logos and links
- Manage the membership retention workflow
- Manage reports on new and renewing members
- Assist with back-office activities ? A/R and related administrative duties

Job requirements:
- Experience with Salesforce, preferable as Administrator
- Strong clear communications skills
- Experience supporting Accounting activities
- Experience with Drupal or Wordpress a plus
- Experience in non-profit, member services and high tech a plus
- Bachelor's Degree in Business, Marketing, Communications, Accounting or related preferred

OASIS offers a full benefit package, generous Flexible Time Off in a modern office environment in Burlington, MA, complete with on-site café and full gym access.

Qualified candidates that are driven to make a difference are encouraged to apply to jobs@oasis-open.org [1] OASIS is an Equal Opportunity Employer

General Contracting Opportunities
From time to time, in connection with its activities in support of standardization-related projects, OASIS enters into independent contractor arrangements with appropriate professionals, usually on a limited, part-time basis, with a defined scope for the completion of specific projects. Typical engagements include specification or schema editing work, the analysis and preparation of reports on particular standards artifacts, and similar projects. Some level of domain expertise or experience is usually required.

The availability of these projects depends on community demand and funding availability from a variety of sources. Persons who would like to be considered for potential work on future projects may contact us, with resume information and an indication of expertise or interest, at jobs@oasis-open.org [1].

**UML Modeling and Technical Editor**

Deliverables: UML models documenting Litigant Portal Exchange (LPX) messages and information models.

Summary: the contract describes the following tasks:
- Consultant will provide technical services to produce draft UML models representing messages and information models to support sharing of information by litigant portal modules (with other litigant portal modules and external partners).
- Work of the LP TC on use cases and logical data models will be the basis for the UML Models.
- Members of the LP TC will review and approve Consultant?s work product and deliverables.

This is expected to be 20-25 hours work over 6 months

Send your statement of interest to jobs@oasis-open.org [1]

**Contract Document Editor - ISO formatting**

The contractor will reformat and reorder four OASIS Standards to meet ISO publication requirements using ISO simple template and conventions ([https://www.iso.org/iso-templates.html](https://www.iso.org/iso-templates.html) [2]). The OASIS Standards to be processed are:

- OASIS ebXML Messaging Services Version 3.0: Core Features (ODT format, 11 pages)
- AS4 Profile of ebMS 3.0 Version 1.0 (ODT format, 57 pages)
- OASIS ebXML RegRep Version 4.0 (ODT format, 6 parts, 202 pages total)
- ebXML Business Process Spec. Schema Technical Specification v2.0 (ODT format, 118 pages)

Work will include applying ISO style sheets to the work, reordering sections as needed to meet ISO requirements, making any other identified changes necessary to meet ISO requirements, and submitting reformatted work to TCs for review and approval. Work will not include transposition of RFC2119 keywords to ISO keywords as this requires expertise in the content of the standards.

Work includes one round of review and correction. If additional rounds of review and correction are required, work will be performed at the agreed hourly rate.

Work will be verified as correct by approval of the members of the Technical Committee.

Work expected to complete within one month of agreement to proceed.

Send your proposal to jobs@oasis-open.org [1] including your:
- flat rate/page for the first version
- hourly rate for additional review and revision
- estimate of time to deliver final specification documents - in both total work hours and calendar time.

**Links:**
[1] mailto:jobs@oasis-open.org