

# Community Manager Scope of Work

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For JSON Schema Community

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## Introduction

Onyedikachi Hope Amaechi-Okorie will serve as the Community Manager for the JSON Schema project. In this role, Onyedikachi will lead strategic initiatives to grow, support, and empower the community ensuring that contributors feel welcomed, recognized, and supported at every stage of their journey. The work will center around visibility, inclusion, mentorship, events, and scaling efforts in alignment with the JSON Schema roadmap.

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## Purpose and Objectives

The purpose of this engagement is to build an inclusive, visible, and high-impact community that reflects the core values of JSON Schema. This role is rooted in advocacy, storytelling, and programmatic growth, and aims to:

- Build a vibrant and diverse contributor ecosystem.
  - Increase the discoverability, relevance, and adoption of JSON Schema across tech communities.
  - Create pathways for contributor recognition, mentorship, and long-term participation.
  - Strengthen community-led initiatives, including event engagement, mentorship programs, and social outreach.
  - Support strategic visibility through storytelling, feedback loops, and stakeholder alignment.
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## Tasks

### 1. Foundation & Visibility

Focus: Planning, visibility, and foundational engagement

- Relaunch the JSON Schema Ambassador Program, including recruitment, onboarding, and role alignment with community goals.
- Develop and manage a content calendar for social media, ensuring regular updates on contributions, releases, and community news.
- Plan JSON Schema's presence at key conferences (e.g., CFP submissions, ambassador visibility, speaker features).
- Regularly synthesize community insights and relay them to maintain a user-informed roadmap.
- Manage triage group operations and support new members in navigating where to contribute.

## **2. Contributor Growth & Mentorship**

Focus: Onboarding, mentorship, and contributor recognition

- Coordinate Google Summer of Code (GSoC) and other mentorship programs, including application process, contributor support, and mentor collaboration.
- Lay the groundwork for a community mentorship program to be piloted in future cycles.
- Publish monthly contributor spotlights and social recognition posts to highlight consistent engagement.
- Formalize and grow the triage group, providing onboarding documentation, contribution guidelines, and clear expectations to empower new participants to support issue management and discussion.
- Host periodic working group syncs or check-ins to encourage accountability, community building, and progress sharing.
- Highlight each group's impact through recurring updates in the newsletter, social media, and community calls.
- Collaborate with maintainers and core contributors to ensure alignment between group activities and project priorities.

## **3. Events & Community Programs**

Focus: Community events, partnerships, and scaling programs

- Host or co-host at least one community event or implementer roundtable annually, focusing on participation and cross-functional learning.
- Build relationships with GitHub Sponsors and other potential supporters, assisting with promotions and gratitude messaging.
- Design and analyze community feedback surveys to uncover friction points and surface ideas for improvement.
- Document all programs (ambassadors, mentorship, events) in a way that makes them easy to replicate or scale.

#### **4. Evaluation & Scaling**

Focus: Impact measurement, documentation, and forward strategy

- Track metrics for engagement, contributions, event participation, and social growth to understand the impact of programs.
- Create reports or case studies demonstrating the success and value of community initiatives.
- Evaluate current sponsor engagement and propose a refined journey or system for ongoing sponsor communications.
- Draft an updated contribution ladder and community roadmap, reflecting current strengths and future opportunities.

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#### **Deliverables**

- Relunched Ambassador Program framework and onboarding guide
- Monthly social media content calendars and assets (newsletter)
- Published contributor spotlights and community interviews
- GSoC/mentorship coordination materials and reports

- Growth and roadmap for the triage group
- One virtual event or implementer roundtable with documentation
- Biannual community feedback survey results and analysis
- Sponsor communications toolkit and journey map
- Community roadmap and contribution ladder draft
- Final year-end impact summary (highlighting key wins, challenges, and areas for growth)