



Product and Planning Lead

***Update 10/01/2020:** Thanks to everyone who has reached out to us and applied so far, we've received some great applications from you all! In order to meet our internal needs, **we need any remaining applications by October 7th**. Applications submitted after that date may still be considered, but we can't make any guarantees.*

About us

Sassafras Tech Collective is a worker cooperative that builds technology in service of global justice movements. Our small but mighty team of worker-owners collaborate to design, develop, and maintain complex custom software systems for our clients. With the help of our clients and movement partners, we aim to build relationships and technology that move us away from patterns of oppression and towards humanity.

We're founded and headquartered in Ann Arbor, Michigan where we maintain an office, and our team is distributed across the US. You can read more about our vision, values, and culture on our blog [here](#).

Our recent projects include:

- An open-source platform used for election monitoring and public health efforts worldwide.
- Tools for combatting online and real-world harassment, and supporting healing spaces for harassment and abuse survivors.
- Software for non-extractive loans for cooperatives and democratic funds.
- A consentful, anti-abuse, moderation-first, user-owned social platform.
- Applications for diabetes management, cancer risk assessment, and other health efforts.

You may want to work with us if...

- You like the idea of working in a small organization where you get the chance to occupy multiple roles and where your decisions have a real impact.
- You're interested in the rewards and challenges of working in and building a collaborative, just, and democratic workplace.
- You're excited about being part of an organization that values collaboration, compassion, and an ongoing commitment to social justice.
- You want to help build the future of work as part of the global cooperative movement dedicated to worker ownership and democratic governance.

- You're interested in the complex and impactful social and technical problems we've dedicated ourselves to solving.
- You want to belong to an organization that cares about reasonable, sustainable workloads and prioritizes people over profit.
- You're comfortable working with a distributed team and using digital collaboration and communication tools.
- You're able to take meetings during our shared core hours (late morning to early afternoon US Eastern Time).
- You like working both independently and in teams.

About the role

We're looking for an experienced full-time Product and Project Planning Lead to join us as a prospective member and help us shape the future of product and project management at Sassafra. The exact set of responsibilities for this role may depend on the candidate, but in general we expect an ideal candidate will be engaged in the following kinds of work on their project teams:

- **Product Visioning** - Building an understanding of client needs and desires, organizational requirements, user goals, and technical requirements. Drawing on own experience in UX and software to identify opportunities, mitigate risk, and develop and execute a scope of work.
- **Facilitation and Communication** - Using communication and facilitation skills to help the project team reach consensus on overall product strategy, running regular stakeholder meetings, and building positive relationships with internal and external stakeholders.
- **Client Education** - Educating clients on the software design and development process, and managing expectations.
- **Tech Strategy** - Collaborating with tech leads on projects to ensure the technological approach conforms to the product vision.
- **Product Design** - Making design recommendations and carrying out UX methods such as user interviews, competitive analyses, wireframes, and user testing.
- **Project Planning** - Creating sustainable release cycles, managing project backlog, and facilitating team meetings while tracking and managing budget and resulting expectations.
- **Acceptance Testing** - Evaluating whether developed features meet user experience and product requirements while providing constructive feedback.

In addition to role-specific responsibilities, we also expect prospective members to participate in the general running of the business by joining us in our regular staff meetings and collaborating on internal teams and projects.

Pay and benefits

Pay at Sassafras is hourly. Our individual rates are transparent and based on a formula meant to reduce pay inequity due to bias. Unlike many other tech firms, a typical, full-time week at Sassafras fits comfortably into a 35 hour work week, with significant flexibility around which hours you choose to work. We have a strong culture of discouraging overwork and encouraging sustainable workloads and time off. The rate we choose to pay ourselves is meant to keep us accessible to the clients we want to work with.

Based on this structure, you can expect to make about \$68k to \$77k per year, with an automatic raise of ~\$4k once you become a full member in addition to profit-sharing and automatic annual raises. Along with this we offer 37 days of paid time off per year encompassing vacation, holidays, and sick time. We offer high-quality health, dental, and vision insurance with premiums covered 100%. Each worker is also entitled to yearly professional development and conference attendance.

How to apply

Please apply by filling out our [application form](#). Black and Indigenous people of all genders, people of color, trans and gender nonconforming people, queer people, disabled people, people from poor and working class backgrounds, and women are encouraged to apply.

If you have any questions, concerns, or other needs feel free to reach out to us at hiring@sassafras.coop and we'll be in touch.