How we hired staff

When and how to hire staff

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Wikimedia Polska
Wikimedia Polska:

Created: 2005 (21 members, 150 EUR budget)
Tax deductible status: 2007

First burst of money: fall 2007 – 300 000 PLN

Nowadays (2014):
Budget: around 700 000 PLN/Year
120 members, 2 regular employees, 4 contractors
22 bigger projects (cost over 1500 PLN)
69 small microgrants, 14 wikiworkshops
2005-2007: 0 – accounting and administration performed by volunteers (my wife and then wife of our treasurer :-))
2007: First employee: part time accountant-contractor for adding 800 donators payments and creating balance of budget. (friend of treasurer)
2008: First regular employee: 1/3 time accountant
2007/2008 – thinking of having office and secretary/administrator (for doing dull jobs)

Egg and chicken problem – we had not enough money for both – secretary wage and office hire – what to do with secretary without office or office without secretary??

Huge burst of money at fall 2009 (500 000 PLN) – yes.. we are reach...
OK, so let's hire, but first..

Office (small room for 500 PLN/month) + cheap access to internet (59 PLN/month 1 Mbit/s)+even cheaper VoiP phone (1 PLN/month)

Furniture, laptop, printer etc: 8000 PLN

https://pl.wikimedia.org/wiki/Biuro/Koszt_uruc_homienia

My own volunteer work to organize this: invaluable :-(
Job offer sent to several websites

Over 100 applications – 10 preselected – interview with 5 best candidates, and after 2 months... bingo... we got her (½ time for 1000 PLN – roughly ½ of average salary in Poland)

Jolanta Stępień – attorney candidate after Univ. of Lodz law school, able to speak 3 languages (Polish, French, English), some experience with office work in other NGO.

Survived with us: 1 year 2 months.

Now: Attorney having her own office :-)

So, let's hire a secretary...
.. so, we need next secretary...

2011 - job offer sent to several websites

Over 150 applications – 10 preselected – interview with 5 best candidates, and after 2 months... bingo... we got her (½ time for 1200 PLN – roughly ½ of average salary in Poland)

Italian philology (Univ of. Lodz), able to speak 3 languages (Polish, Italian, a bit English) several years of experience with office work, working part time at Technical Univ as a teacher of Polish language for foreigners.

She still with us (although on motherhood vacation at the moment)
.. in a meantime, contractors..

2012 WLM coordinator: job offer sent to several websites, over 200 applications... etc... - contract for 6 months (1500 PLN/per month)

2013 - WLM coordinators: contract for 6 months for 2 people (1000 PLN/per month each)

2013 – Wikiexpedition coordinator: contract for 6 months (1000 PLN/per month)

2014 – WLM coordinator + E-podreczniki coordinator: 9 months (1000 PLN/month
..big jump – new aproach (fall 2014)...

3 contractors:

a) Press officer (available everyday, contacts with mainstream media 1500/per month
b) PR manager (social media, blog/website, preparing promo- materials, organising events etc..) 1500/per month
c) GLAM coordinator 2000/per month)

At the moment – contractors for 6 months
Do we need ED?

Do we need bigger office?

Or we want still to be volunteer driven?

To be bureaucratic or not to be bureaucratic, this is the question!
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