

Wanted: System Administrator

CoSocial is looking for a **System Administrator** to work on maintaining our open social media services.

Location: Remote

Compensation: CA\$250 / month

Time commitment: 3-7 hours/month, with an initial 3 month contract term

Application deadline: Reviewed on a rolling basis after March 31, 2025

Start date: April 7, 2025 earliest

More about us

CoSocial Community Cooperative ("CoSocial") is a non-profit cooperative incorporated in B.C., our purpose is to provide social media and online collaboration services to empower our roughly 150 members. We are committed to [the co-operative principles](#), including open membership and democratic governance. Our main service is a Mastodon instance at CoSocial.ca.

Here are the things you'll do

- Be available on short notice to do an initial assessment and notify members
 - The Technical Operations working group that maintains our services is volunteer, so can't drop everything to troubleshoot issues with our services
 - After that assessment, if the issue can not be immediately resolved, help develop and implement a response plan
- If no issues arise, complete tasks from the backlog of infrastructure issues
 - We maintain a private project backlog in GitHub
 - Those range from documentation, re-architecting existing services, setting up and configuring services, to providing feedback on process or policies

Our technical stack includes:

- Open Social services hosted on Canadian servers Digital Ocean and AWS:
 - Mastodon
 - Octopod
 - PixelFed (planning)
- Operations:
 - Managed with [Cloudron](#) hosted on OVH
 - Coordination via our Discourse, Slack, GitHub, and Signal

Qualifications and skills

This role is a fit for an individual or small team who are in their early career with a flexible schedule. Mentorship and support in running production services from our volunteers can be provided on how to troubleshoot and learn new systems, upgrade, and document.

You or your team should have some mix of:

- **3+ years of experience** in system administration, DevOps, or a related technical role
- **Strong knowledge of Linux** (experience with distros like Debian, Ubuntu, CentOS preferred)
- **Experience managing full-stack infrastructure**, including web servers, databases, and networking on virtual private or bare-metal servers
- **Hands-on experience with DevOps tools** such as Ansible, Terraform, Docker, CI/CD pipelines, and version control (Git)
- **Security-conscious mindset**, including knowledge of system hardening, firewalls, access control, and incident response
- **Familiarity with cloud and self-hosted solutions**, including managing and maintaining open-source software
- **Ability to work independently**, manage your time, and collaborate in a distributed environment
- **Planning and problem-solving skills**, with the ability to prioritize work
- **Clear oral and written communication skills**, (most communication will be written!)

Location

Remote in the North and South Americas time zones. Preference for Canadian cooperatives, individuals, or organizations.

Compensation

Fixed amount of CA\$250 per month, paid by invoice via Open Collective.

Hours and contract term

The expectation is for **3-7 hours of work per month**. This is an **initial contract for 3 months starting April 7 at the earliest**. At the end of that period we will review if the model is working. There is the opportunity to extend and increase the contract.

Process to apply

To be considered, please email us at coop@cosocial.ca with the following:

- Mention if you are a member of our cooperative
- Brief statement (in email body) outlining your interest, this could include:
 - Description of prior experience and skills
 - Your interest in cooperatives
- Resume or CV (no more than 2 pages as a PDF)

Applications will be reviewed on a rolling basis after March 31, 2025 and we will follow-up by email.

CoSocial Community Cooperative acknowledges and strives to reduce barriers for members of equity-seeking groups through our hiring and procurement practices, in line with the equal rights and opportunities protected in the *B.C. Human Rights Code*.