

Position: Interim Administrator and Transition Lead.

Salary: 10k per month USD

Responsibilities: The Interim Administrator and Transition Lead will be the lead Administrator during the Lunar DAO transition. They will be responsible for ensuring the transition is conducted effectively, efficiently, and under the mandate of Lunar DAO Members. Among other things, they will be responsible for ensuring implementation of all initial proposals and training the Directors and staff to effectively manage the DAO.

More specifically, the Interim Administrator and Transition Lead will be responsible for the following:

- Temporarily manage and oversee all directors, contractors, staff, moderators, and founder activities to ensure efficient and effective transition
- Assign tasks and monitor schedules, ensure tasks are being conducted efficiently.
- Provide training resources for team, mods, and Members on DAO development and operational processes.
- Oversee, manage, and conduct all actions necessary to fully implement proposal 000.
- Advise, assist, and take action to implement the Foundation and its relationship to the DAO.
- Develop content, guidelines, templates, and other documents, and train moderators, directors, and working group leads, to conduct governance processes according to the LIPP.
- Draft the initial proposals for the DAO according to the will of the Members.
- Work with the moderators to develop standard templates and checklists for reviewing proposals submitted under the LIPP.
- Work with the directors to develop an organizational and administrative calendar of board meetings that can be self-operational going forward.
- Manage the transition and re-establishment of front-end website infrastructure, including server, domains, hosted webpages, content, and service providers.
- Develop the necessary web3 infrastructure and implement the LIPP using best practice governance at the Lunar DAO member level.
- Develop and enable DAO control over web3 infrastructure, products and platforms using the latest available technologies and products.
- Conduct an internal audit of all transferred assets for publication to DAO members to ensure that all assets transferred are controlled by the DAO.
- Provide general regulatory compliance consulting services relating to proposed DAO products and services.
- Draft the necessary documents and conduct administrative filings for the Foundation and DAO.
- Work with the DAO and the Board to create positions, descriptions, and an organizational hierarchy for working groups, and to hire a full-time, long-term administrator for 2023.

Location: Fully Remote with reliable ultra-high-speed internet.