

PDD - 200 : Assistant Director, Communications

27-Jan-19

Position Description:

The INCOSE Assistant Director, Communications is an appointed position with a two-year term of Office. This individual is responsible to the Director of Marketing and Communications for developing, maintaining and implementing communication plans to increase the global awareness of INCOSE, its products and services, fostering growth in accordance with BOD objectives.

Responsibilities:

- Participates in BOD Meetings as requested
- Serves on other committees as assigned
- Prepares, Coordinates and Communicates the INCOSE Communication Plan
- Lead INCOSE and the Marketing and Communications team in execution of the Communications plan
- Identifies Communications needs for the INCOSE Strategic and Annual Operating Plans

Authority:

- Oversees Newsletter final review prior to publication to the website

Accountability:

- As stipulated in the INCOSE by Laws, ADM -101 and BOD -100
- Compliance with directives on conflict of interest and all policies and procedures of the organization

Required Skills:

- Strong oral and written communication skills
- Able to communicate effectively across international and cultural boundaries
- Developing and implementing marketing strategies for the effective promotion of the values and mission of an organization
- Understanding the professional services required to increase public awareness of an organization globally
- Broad understanding of the diversity of systems engineering practices and application sectors
- Experience with the leadership and coordination of activities within a volunteer organization

Level of Effort