

# PDD - 201 : Assistant Director, Social Media

27-Jan-19

## Position Description:

The INCOSE Assistant Director, Social Media is an appointed position with a two-year term of Office. This individual is responsible to the Director of Marketing and Communications for improving the effectiveness of INCOSE internal and external communications and collaboration via use of social media.

## Responsibilities:

- Participates in BOD meetings as requested
- Serves on other committees as assigned
- Prepares, Coordinates and Communicates Social Media Guidelines
- Remains proactive in the selection and implementation of required Social Media infrastructure to service distributed collaboration
- Elicits needs from stakeholders and maintains mappings to current recommended Social Media technologies
- Remains current with Social Media trends

## Authority:

- Directs Social Media Volunteers for Facebook, LinkedIn, and Twitter

## 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 Social Media solutions for global communication and collaboration applications
- 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