PDD - 215 : Assistant Director, Virtual Community Offerings
6-Dec-21

Position Description:

The INCOSE Assistant Director, Virtual Community Offerings is an appointed position with a three-year term of Office. The position reports to the Director of Services.
INCOSE Services provides a range of services to engage members, help professional development, provide education and training, certification, and events. The virtual community offerings are an additional service, to provide a range of on-line presentations and discussions for INCOSE members (and potential members). The offerings currently available or being considered are:
a) The INCOSE webinar series (long established)
b) The INCOSE Systems Exchange Cafés (set up in 2020)
c) The INCOSE "Spotlight On" discussion to start early 2022 (replaced the 2020 Webinar showcase

The Assistant Director, Virtual Community Offerings leads and coordinates the delivery of these offerings, the development and improvement of the specific offerings, and considers changes / new offerings as needed to ensure there are a range of virtual activities that engage the members (and potential members) of INCOSE with conversation and discussions about systems related topics.

Responsibilities:

• Coordinate volunteers to ensure that the (currently) three service offerings (webinars, cafés and "Spotlight On" discussions) are delivered
• Lead the "Spotlight On" agenda team to ensure there is a balanced agenda of topics going forward (liaising with all areas of INCOSE that may be working on / producing material potentially relevant for detailed discussion)
• Coordinate (working with Technical Operations for material review, and webinar hosts for delivery)) a calendar of appropriate Webinar presentations
• Work with Assistant Director, Events Portfolio to ensure that the community offerings are aligned with the rest of the events program
• Coordinate with Marcom for communication and promotion of both the Community Offerings as a whole, and for individual items
• Coordinate with the Membership team, to ensure needs of new / potential members are addressed by the community offerings (these "low level" offerings are seen as having strong potential to engage new members).
• Monitor engagement and "success" of the offerings, and suggest changes / ideas for improvement as appropriate (which might include stopping an offering if it is not worth the effort)
• Brief and report to Services Director (and BoD if needed) as appropriate

Authority:

• Leads the Community Offerings activities – coordinating activity
• Leads the INCOSE "Spotlight On" Discussion agenda team
• See INCOSE Policies RACI for Accountabilities and Responsibilities for INCOSE Policies

Accountability:

• As stipulated in the INCOSE Bylaws, ADM -101, BOD – 100, EVT-100
• Compliance with directives on conflict of interest and all policies and procedures of the organization
• Discharge of the above responsibilities, and achievement of the objectives, under the direction of the Director of Services.

Required Skills:

• Experience practicing systems engineering
• Experience leading and coordinating activities in a volunteer organization
• Able to communicate effectively across international and cultural boundaries
• Broad understanding of the diversity of systems engineering practices and application sectors
• Ability to work collaboratively with other leaders in INCOSE and its alliances

Level of Effort

It is anticipated that the leadership of the community offerings will take between 3-5 hours a month (assuming the lead does not take on any other roles, such as hosting cafés).

Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences