

PDD - 235 : Assistant Director, Volunteerism

22-May-22

Position Description:

The INCOSE Assistant Director, Volunteerism is an appointed position with a three-year term of Office. The position reports to the Secretary. INCOSE is growing membership, and that can start with volunteers. The Assistant Director, Volunteerism monitors volunteer opportunities, assigns INCOSE Leaders to Open Volunteering Request, maintains the Volunteer Opportunity (VO) websites, and analyzes volunteer requests.

Responsibilities:

- Reviews the Volunteer Opportunities webpage weekly / every other week to ensure INCOSE Leaders have detailed description, good benefits for the potential volunteer, volunteer requirements, etc.
- Reviews the Volunteer Opportunities Management webpage weekly / every other week to ensure INCOSE Leaders are responding to candidates within 14 days – if not, they contact the respective INCOSE Leader.
- Works with INCOSE Leader users to ensure ease of useability of the website.
- Reviews each open volunteering request, contacts INCOSE Leaders for potential recommended opportunities, and once finds a match, transfers responsibility of that candidate to the matched INCOSE Leader.
- Works closely with the AscD for Membership Engagement, AstD for Early Career Professionals, and AstD for Recruitment.
- Serves on other committees, as assigned
- Spends on average 2-3 hours per week carrying out responsibilities
- Works with MarCom to promote volunteering positions amongst members through various INCOSE publications and social media channels
- Develop and maintain an INCOSE Volunteer Handbook

Authority:

- Leads the Volunteerism across INCOSE.
- Supports the Chief of Staff with Volunteer metrics

Accountability:

- As stipulated in the INCOSE Bylaws, ADM -101 and BOD - 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 Executive Committee

Required Skills:

- Experience practicing systems engineering
- Strong business and technical leadership and management skills
- Strong oral and written communication skills
- 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

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