\*\*Job Title:\*\* Marketing and Outreach Coordinator

\*\*Company:\*\* INCOSE

\*\*Location:\*\* Remote – Europe based

\*\*About the Organization:\*\*

The International Council on Systems Engineering (INCOSE) is a not-for-profit membership organization founded to develop and disseminate the transdisciplinary principles and practices that enable the realization of successful systems. INCOSE is designed to connect systems engineering professionals with educational, networking, and career-advancement opportunities in the interest of developing the global community of systems engineers and systems approaches to problems. We are also focused on producing state-of-the-artwork products that support and enhance this discipline’s visibility in the world.

VISION

A better world through a systems approach.

MISSION

To address complex societal and technical challenges by enabling, promoting, and advancing systems engineering and systems approaches.

\*\*Job Description:\*\*

We are seeking a personable and hard-working marketing and outreach coordinator to join INCOSE on our Marketing and Communications team. The coordinator's responsibilities include direct communications with key stakeholders at current and potential partner associations, representing INCOSE both virtually and at in-person events, tracking progress and ensuring adherence to MOUs, and coordinating volunteer activities. To be a successful outreach coordinator, you should have excellent communication, interpersonal, and organizational skills. You should also be detailed oriented and proactive in relationship management, as well as in handling administrative duties.

With approximately 23,000 members worldwide, our association requires forward thinking, agile people who can coordinate and collaborate with other staff and members/volunteers from around the world. You will ensure that all aspects of the INCOSE’s commitments are kept and value documented & communicated to appropriate stakeholders.

The Coordinator will report to the INCOSE Director of Marketing.

\*\*Key Responsibilities:\*\*

* Facilitate the internal administrative activities of the Outreach.
* Assist in the signing of Memoranda of Understanding (MoUs) and Memoranda of Agreement (MoAs) for new alliances and partnerships.
* Handle finance reporting tasks related to Outreach initiatives.
* Monitor metrics/KPIs for the Outreach and maintain Outreach dashboards.
* Compile figures and prepare reports for leadership meetings within INCOSE.
* Assist in maintaining a big-picture view of all external activities falling under the responsibilities of the Outreach, such as:
	+ Managing organizational relationships, contracts and MOUs with INCOSE strategic and academic partners
	+ Proactively assist efforts at expanding partnerships and building new ones.
	+ Work with developing press releases, brochures, and other marketing materials to support partnership outcomes
	+ Organizing outreach to outside events, including sales, marketing, and planning, to promote the services of the organization
	+ Collecting and analyzing data, developing results, and presenting the conclusions
	+ Performing administrative duties, such as overseeing mailings, organizing travel, monitoring budget information, and reporting on partnership activities.

\*\*Qualifications:\*\*

- A degree in Communications, Marketing, or Business is required and experience in a professional association is preferred.

- Excellent teamwork skills, including the ability to work in a diverse, multicultural team.

- Proven success working with all levels of management

- Excellent presentation skills

- Strong communication and interpersonal skills; the ability to convey complex information to a wide range of stakeholders.

- Familiarity with the unique needs of membership organizations, particularly those operating on a global scale.

- Fluency in English is required. As a global organization, more than 40 languages are native to our membership, so additional language skills are beneficial.

- Solid organizational skills including attention to detail and multi-tasking skills

- Strong working knowledge of Microsoft Office

\*\*What We Offer:\*\*

You will receive a competitive salary and benefits packages including remote work, vacation, holidays, flex time, retirement, and healthcare benefits.

To apply for this position, please send your resume, salary requirements, and a cover letter explaining why you're the perfect fit for our organization to jobs@incose.net. We can't wait to see what you bring to our team!

INCOSE is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.