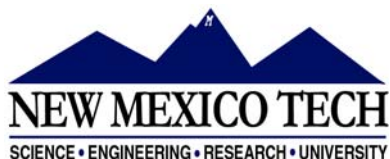


**Posted:** February 5, 2018



## POSITION ANNOUNCEMENT

**TITLE:** MANAGER/ MARKETING & PUBLICATIONS

**DEPT:** TECHNOLOGY TRANSFER

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$53,000- \$64,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**\*Limited Term contingent on future funding**

**INTERNAL POSTING THROUGH** February 13, 2018\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Under limited supervision, coordinates and directly supports various marketing and outreach projects/ activities of the U.S. Airforce Research Laboratory (AFRL) through the NMT Technology Transfer Collaborative Office. This position provides strategic advice and support for AFRL outreach and enterprise communications, marketing, and publicity efforts. The incumbent will coordinate internal and external communications and activities that support AFRL's tech transfer and outreach missions. Additionally, the incumbent will participate in the design and implementation of communications projects and events, to include comprehensive writing projects, presentation development, community outreach events, and related activities.

Specifically, the incumbent will facilitate the response to media inquiries and interviews for public outlets with Kirtland AFB Public Affairs and AFRL-RD/RV senior leadership and staff. They will manage visits from industry and community partners to raise the visibility and accessibility of partnering with AFRL and highlighting the technical work to the public through the visits. They will coordinate local and national events that promote AFRL technology and outreach to industry, partners, the community and other government agencies; lead and/or facilitate meetings with AFRL-RD/RV staff and subject matter experts in preparation for conferences and events. Finally, they will coordinate the development and dissemination of bi-weekly, monthly, and yearly review reports recapping AFRL-RD/RV tech transfer and outreach efforts. This position is based in Albuquerque, New Mexico on Kirtland Airforce Base (KAFB).

### REQUIRED QUALIFICATIONS:

Master's Degree; at least 10 years' of management experience related to the duties and responsibilities specified required. Demonstrated leadership experience managing personnel in a complex multi-faceted organization. Ability to obtain and maintain a Department of Defense (DoD) security clearance required. Ability to plan and evaluate marketing programs required. Ability to plan, organize and coordinate media activities and special events required. Skill in the use of personal computers and related software applications required. Ability to use independent judgement and to gather, manage and impart information to the media and various other internal and external audiences required. Knowledge of marketing media and funding sources desired. Knowledge of printing procedures and requirements desired. Ability to create, compose, and edit written materials required. Knowledge of data management techniques desired. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community required.