

**Position Title: Director of Communications**  
**Reports to: Executive Director**  
**Positions Reporting: Communications Assistants (1)**

The International Council on Clean Transportation is a global network of vehicle technology and policy experts who provide technical analysis and policy recommendations to reduce air pollution and carbon emissions in the transportation sector. We work closely with governments in the world's top ten vehicle markets (US, Europe, Japan, Mexico, Brazil, India, China, South Korea), and are expanding rapidly to meet growing demand for our services. The ICCT has offices in Washington, DC and San Francisco, California. For more information, visit [www.theicct.org](http://www.theicct.org).

ICCT is seeking an energetic, creative and web-savvy Communications Director to support our work globally. The Communications Director will be charged with developing strategies that effectively deliver our world-class research and analysis to key target audiences; the Director will also be responsible for building the ICCT brand and positioning the organization for success. The position is located in the Washington, DC office three blocks from Metro Center.

This new position, and will require a candidate with sufficient experience in all aspects of strategic communications planning, related infrastructure development, and im-plementation. Superior writing and editing skills, including technical communications experience, are required; experience developing and maintaining web-based communications tools, including the use of Web 2.0/social media, are highly desirable.

**Position Responsibilities/Priorities:**

**I. Review, upgrade and make continuous improvements to ICCT's distribution of knowledge products.**

ICCT staff routinely generates technical analyses and reports that target regulators, policy makers and other key decision-makers with data and recommendations on how to reduce pollution from vehicles.

The Communications Director will:

- \* Evaluate current method of distribution of reports, analyses and similar knowledge products, and determine effectiveness of these methods. This may include interviewing ICCT members and partners (government officials from countries around the world) to determine how they use this information.
- \* Develop and carry out a communications plan, including specific tactics, based on the initial survey. Tactics may include an on-line newsletter, in-person briefings, quarterly conference calls, website updates/feeds, annual report, improved presentation of matedrials etc.
- \* Assist lead staff in developing executive summaries and similar products that aid in the dissemination of ICCT knowledge.
- \* Facilitate ICCT interaction with the press, including developing materials for participants (press kits, talking points, and slides) and staff (organizing press trainings, outreach strategies, and putting together fact sheets and backgrounders).

**II. Website Development and Maintenance**

ICCT serves as an international best practices center for the regulation of air pollution from vehicles and fuels. The ICCT website should serve as a one-stop-shop for information related

to vehicle pollution control technology, low-carbon fuels, and related content. Building the website to serve this function, and then effectively disseminating its content, will be one of the Communications Director's major tasks. This will include translating dry, technical material into web-appropriate text, graphics and related elements that reaches key audiences with accurate and strategic messages.

- \* Develop a website re-design or upgrade plan; manage website development activities; develop content and delivery strategies.
- \* Instigate additional information tools, potentially including RSS, blogs, newsletters, webinars, and searchable web-based database tools.
- \* Work with ICCT technical staff to continuously update website content.

**Required qualifications:**

- \* BS or BA in Communications, Journalism, Business, or Marketing with 10 years experience working in technical communications, science communications, or technology-related publishing field
- \* Web 2.0 savvy
- \* Preference given to individuals with a background in environmental, energy, transportation, or related public policy, or history working in the automobile or related industry.
- \* Excellent verbal, written and proofreading skills
- \* Strong analytical abilities, high quality standards, and excellent attention to detail
- \* Polished interpersonal and relationship building skills, with ability to effectively interact with individuals with various levels of technical expertise
- \* Demonstrated initiative, with ability to effectively organize, prioritize and complete assignments collaboratively.

**Job details:**

Annual salary will be in the range of \$75,000 to \$105,000 depending on experience. A generous benefits package is provided, including a 5% match for retirement; health, vision, dental, and life insurance; and vacation. The position is located in downtown Washington DC, close to McPhearson Square. The position will require some international and domestic travel, likely up to six travel weeks per year.

Please send a resume, cover letter summarizing your interests and qualifications, a writing sample, name and contact information of three references (letters not necessary), and salary expectations to [jobs@theicct.org](mailto:jobs@theicct.org). Please put the position name in the subject of your e-mail. Candidates will be considered on a first come, first served basis and the position will remain open until filled. Please do not contact our offices, we will contact any candidates that that are deemed qualified.

Please visit our website for additional position listings in our Washington DC and San Francisco offices. [www.theicct.org](http://www.theicct.org).

**The International Council on Clean Transportation** is a nonprofit organization whose purpose is to dramatically reduce conventional pollutant and greenhouse gas emissions from personal, public and goods transportation in order to improve air quality and human health, and mitigate climate change.

**No agency inquiries or solicitations.**