

## Hiring Announcement

November 1, 2020

The Board of Trustees of the National Energy Management Institute Committee (NEMIC) announce the acceptance of resumes for the following staff position.

- NEMIC
  - Marketing and Communications Director (see the attached job description)

All interested applicants may submit a cover letter and resume containing their training, work experiences, achievements and skills addressed to the attention of:

Kristin Bruck, Human Resources Manager, Sheet Metal Workers' National Benefit Funds.  
and delivered via email to: [kbruck@smwnbf.org](mailto:kbruck@smwnbf.org)

**Deadline: Resumes shall be received no later than November 24, 2020 5 p.m. EDT.**



## Marketing and Communication Director

**Employer:** National Energy Management Institute Committee for the Sheet Metal and Air Conditioning Industry ("NEMIC")

**Position Title:** Marketing and Communications Director

**Reports to:** NEMIC Administrator

### **Position Overview:**

The Marketing and Communications Director oversees the direction, operational performance and work plans of the NEMIC Task Forces. Promotes the ICB and TABB brands through marketing and communication and is responsible for the success of implementation advisory groups collaborating with Local Unions, SMACNA Chapters and signatory contractors.

### **Responsibilities:**

- Assures the established program requirements are carried out in conjunction with and under the direction of the NEMIC Administrator.
- Works with the industry appointed Task Force members and participants in Implementation Advisory Groups by providing them with the necessary professional subject matter expertise to carry out their assigned missions.
- Coordinates seminars as needed to support the industry.
- Maintains data files of Task Force Minutes, Implementation Advisory Group notes and Action Item Lists.
- Prepares analytical reports and communication documents as necessary.
- Participates in industry trade shows. Manages information booth and promotes the benefits of program services.
- Delivers seminars and information forums to internal and external industry groups.
- Develops and cultivates professional relationships with industry groups through face-face meetings, telephone conferences and delivery of seminars at sites requested by clients.
- Develops and maintains industry contacts to build relationships for NEMIC
- Assures deadlines are met on assigned tasks.
- Participates and attends educational conferences, seminars and forums to expand and maintain professional knowledge.
- Develops and maintains the content and messaging of marketing materials and websites and social media.



**Experience/Skills:**

Candidates should be able to demonstrate success in relationships, collaboration and teamwork between labor and management resulting in increased opportunities for SMART members and contractors. Possess the skill to communicate effectively, in written and spoken word, proficient in Microsoft Word, Excel and Power Point. Skilled in planning and implementation into action that produces measurable outcome. Self-starter able to work alone or in a collaboration with others.

**Compensation and Benefits:**

Annual Salary: \$131,142

Monthly allowances:

Per Diem: 1672.92

Vehicle Allowance: \$750.00

Technology Allowance: \$220.00

**Other:** This is a full-time position.

U.S. Internal Revenue exempt status.

Position works from home office residence with travel on a regular basis throughout the United States and Canada (15-20 days/monthly average)

Compensation and benefits are set by the Trustees of NEMIC, consistent with the process used for employees of National Energy Management Institute Committee, based on qualifications including experience of the person holding the position.

The person holding this position is subject to all applicable policies and procedures of NEMIC. Nothing in this position description creates any contractual or other relationship that is inconsistent with the employment relationship pursuant to those applicable policies and procedures.

This position description and responsibilities are subject to change by NEMIC.