

International Committee for Information Technology Standards (INCITS) is the central U.S. forum dedicated to creating technology standards for the next generation of innovation. INCITS is seeking a Technology Standards Advancement Fellow to work with our Cybersecurity, Artificial Intelligence, Quantum Computing, Internet of Things, and IT Sustainability committees. INCITS is committed to attracting creative, talented, and energetic team members who represent the diverse communities that they advocate for. As a prospective and/or new employee, you will be required to comply with the company's vaccination protocol.

Your responsibilities:

- Drive engagement with prospective participants in INCITS committees, including those for Cybersecurity, Artificial Intelligence, Quantum Computing, Internet of Things, and IT Sustainability
- Research current and proposed standards and work items for INCITS technical committees to support the improvement and acceleration of standards development, adoption and promotion
- Assist in developing presentations, hybrid events, and related materials for standards committee public outreach
- Maintain tracking sheets of interested stakeholders from the public sector, academia, consumer and industry
- Assist with INCITS social media engagement and management tools (such as LinkedIn, Twitter, Hootsuite, Hubspot or Sharpspring)

Your qualifications:

- Demonstrated interest and knowledge of technology standards
- Have experience or knowledge in Marketing and Communications and STEM fields
- Have enrolled or have applied and been accepted into a graduate study program focused on relevant STEM (e.g., engineering, computer science), business, communications, marketing, or a related field, or commensurate experience
- Basic understanding of fields relevant to Information and Communications Technologies (ICT)
- Open-source research, analytical, writing, editing, and verbal communication skills
- Familiarity with Microsoft Office 365 required

Your intangibles:

- Self-starter
- Emotional intelligence and interpersonal skills
- Organizational skills with the ability to handle multiple projects, prioritize competing priorities and meet deadlines
- Commitment to accuracy, detail, and follow-up
- Team player that works to build consensus
- Customer service-oriented; possess tact, diplomacy, good judgment and discretion, reliability, and professionalism

HOW TO APPLY

If you believe you meet the requirements, please submit a resume and cover letter to: careers@itic.org

ABOUT THE INFORMATION TECHNOLOGY INDUSTRY COUNCIL (ITI)

Originally founded in 1916 and globally headquartered in Washington, DC, the Information Technology Industry Council (ITI) is the premier advocacy and policy organization for the world's leading innovation companies. ITI advocates for public policies that advance innovation, open markets, and enable the transformational economic, societal, and commercial opportunities that our companies are creating. ITI members represent the entire spectrum of technology from internet companies, to hardware and networking equipment manufacturers, to software developers. ITI's diverse membership and expert staff provide a broad perspective and intelligent insight in confronting the implications and opportunities of policy activities around the world.

ITI is committed to attracting creative, talented, and energetic team members who represent the diverse communities that they advocate for. In addition to an open, friendly, and flexible work atmosphere, ITI offers employees a comprehensive health insurance and benefits package.

ITI is an Equal Employment Opportunity employer.