



## **IoP Alliance Operations & Communications Officer**

### **Purpose**

The COVID pandemic has revealed how fragile and inefficient the global manufacturing paradigm and supply chain are in emergency situations. What if we could manufacture PPE, medical devices, or anything, locally anywhere? What if we reimagined manufacturing?

Given the current and emerging technology we have today, what would production look like if we reconfigured it from scratch? We believe the answer lies in sustainable, globally networked, local manufacturing. Join us and be part of the future of manufacturing!

### **Context**

#### **Our mission**

The Internet of Production Alliance (“IoP Alliance”) brings together people from around the world to build open infrastructures enabling anyone, everywhere to participate in production.

#### **Our vision**

We believe that the future of production lies in decentralized manufacturing based on shared knowledge, allowing us to deliver products faster, made from locally sourced materials and with less ecological impact.

#### **Who we are**

We are global Alliance of people and organizations building the knowledge and tools to enable this future. And we want you to join us.

### **Project description:**

Since its launch in 2018, the IOP Alliance has released 2 open data standards, part of a series of 5. Open Know-Where (“OKW”) and Open Know-How (“OKH”) were created by the IOP Alliance working groups, constituted as a network of individuals and organisations working together voluntarily within a light coordination structure.

The next 2 years will see a great leap for the Alliance: the first dedicated team is being hired, a foundation is being registered, work on 3 further standards will begin, and ambitious goals of growing the membership of the IOP Alliance and the adoption of OKH and OKW have been set.

**Commitment:** part-time at 50%.

Depending on further funding, the % can be increased.

**Management:** the Operations officer reports and is managed by the IOP Alliance Coordinator.

### **Communications:**



- Support on all internal and external (social media and webpages) communication tools;
- Visual communications and design focal point: editing media files (documents, video etc), coordinating web and graphic designers;
- Draft newsletters, social media posts and communication documents;
- Monitor social media and communication channels, including email, Medium, Twitter, LinkedIn, websites, for IoP, OKH, OKW, and new initiatives;
- Run analytics for social media channels;
- Prepare and organise webinars, conferences;

### **Operations:**

- Secretariat of meetings: note taking, time keeping, reminders and mailing;
- Arranging travel and logistics;
- Bookkeeping and point of contact for the proposer's (Field Ready) finance and administration staff;
- Administration of information and filing system: contact lists, contracts, etc

### **Person Specification:**

- At least 2 years' experience working in marketing and communications
- Experience in operations and administration
- Good interpersonal and team engagement skills
- Strong attention to detail combined with strategic thinking
- Highly motivated self-starter with a passion for innovation and social impact
- High standards of written and spoken English (other languages highly desirable)

### **Resources:**

If you are interested in knowing more about the Alliance, please check out the links below.

- IoP Alliance website: [www.internetofproduction.org](http://www.internetofproduction.org)
- OKH: [www.internetofproduction.org/open-know-how](http://www.internetofproduction.org/open-know-how)
- OKW: [www.internetofproduction.org/open-know-where](http://www.internetofproduction.org/open-know-where)
- Field Ready's blog post on OKW: [www.fieldready.org/post/now-they-ll-know-where](http://www.fieldready.org/post/now-they-ll-know-where)

### **Application Process**

- The closing date for submitting applications for this job is Monday 26<sup>th</sup> July at 12 PM UTC.
- Interviews will commence on 26 July 2021.
- Applications should include:
  - A cover letter discussing how you fulfil the profile criteria and your relevant skills/experience
  - A CV/resume including 2 references
- Please send your application to: [info@internetofproduction.org](mailto:info@internetofproduction.org)



### **Salary**

- This will be a temporary contract. Field Ready is acting as the fiscal sponsor for this project funded by the Alfred P. Sloan Foundation. This role does not work for Field Ready, this is a temporary contract arrangement until Internet of Production Foundation is established.