

## **JOB DESCRIPTION**

***Job Title:*** Vice President of Communications

***Industry:*** Professional Development

***Job Type:*** Full Time

***Company:*** RISE, LLC

***Location:*** 1408 Suite #2 Sweet Home Road, Amherst, NY 14228

***Reports to:*** Chief Executive Officer

***Department:*** Corporate

### ***Job Definition and General Description:***

The job requires various levels of research and presentation skills. In this job, the employee will be instructed to research new ways or better ways to present to the business world, on the various topics that RISE, LLC contributes to in the business world. The reason for this position is to help the viewers of each presentation understand the material better and know why they are coming to a session given by the members of RISE, LLC. Also, the job requires that when the CEO is not present to take on the face of the company at sales pitches and calls, with the help of the Operations Department.

### ***Reporting Relationship:***

All of the tasks that the VP of Communications contributes too, must be approved by the CEO, so that he knows where and what his individual employees are doing. This position directly reports to the CEO himself, so that they are able to get in the front of any sort of sales pitch or call to help maintain clients and reach out to the other departments.

### ***Duties And Responsibilities:***

The job requires research to be done on quite a regular basis, making sure that all presentations are up to the standards that RISE has set for itself. Also, they must be able to understand all aspects of the business by helping the CEO accomplish the goals of the company by helping out on major sales pitches to major clients and potential clients to the company.

### ***Position Requirements:***

This position requires at least a Bachelor of Science Degree in either Business Administration or Communications. Also, general knowledge computers will be key in participating in the tasks presented in front of them. Also, they must be able to provide at least 2 references in showing of any type of leadership skills, since they will be working directly under the CEO and helping on many of the bigger projects for RISE.