**Security Ambassador Job Description**

In order to protect our company’s information assets and those of our customers, our Security team is responsible for a comprehensive security program.  To support that program and ensure that it is relevant to the business across all divisions and geographies the role of Information Security Ambassador has been created.  The voluntary role is conducted in addition to a staff member’s other duties, requiring a commitment of 2-4 hours a month.  Ambassadors are expected to be enthusiastic and proactive, a passion to learn, and possess strong communications skills and the ability to work with and inspire others within their local departments.

**Responsibilities**

The Security Ambassador partners with and is a conduit between the Security team and their local site, specifically they will:

* Support the Security team’s initiatives such as interacting with new hires, helping promote security campaigns, answer peer’s security questions, distribute security related materials or resources, host lunch-n-learns or speaking events, and engage with and help secure the local staff.  The specific actions and responsibilities for each Ambassador will vary from site to site.
* Build their personal information security knowledge base by attending Security calls and training events, keeping up to date with Information Security topics both internally and externally, and working with others in the company
* Be an active member of the Ambassadors Network in order to share experiences, insights and best practices with other Ambassadors.
* Work with the Security team to effectively share the perspective of local teams and groups in order to develop a better understanding of our risks and how we can best manage those risks.

**Requirements**

Although the role of an Ambassador is not a technical role, an interest in Information Security and a passion to continually learn is essential.  Ambassadors are expected to be actively engaged in the program. If they are not able to remain committed, they will no longer be considered an Ambassador.

Ambassadors must:

* Obtain written support from their manager prior to becoming an Ambassador
* Deliver or participate in at least 1-3 activities at their site PER MONTH to increase information security awareness

Each site will vary with the type of activity that works for the employee population but some ideas are to:

* Act as the contact for information security questions at their site
* Participate in monthly calls with the Security team to get updates on the latest security incidents, news, programs, and events, as well as hear from other Ambassadors
* Raise awareness to the Information Security eLearning at local sites
* Partner with the Security Operations Center (SOC) and Threat Intel teams to help keep up on cyber priorities and alerts
* Present at new hire orientation for their location
* Present at local site briefings on a monthly or quarterly basis
* Coordinate topical lunch-n-learn sessions over the lunch hour (internal or external speakers)
* Provide feedback to the Security team from the people at their location about information security
* Use our security portal to share ideas, issues, positive stories and to get materials
* Participate in awareness campaigns by cascading webinar invites, articles, quizzes and polls
* Report completed activities monthly to the Security team.
* Commit to be an Ambassador for at least one year.