

JIC Positions and Comparable Skills Needed

Each JIC position requires specific abilities to fulfill position requirements. The following chart highlights top-level skills needed for each position from a sample Joint Information Center Organization Chart.

Complete Job Descriptions for each JIC position are available in the [National Response Team Joint Information Center Model](#), Section 3.

Position	Responsibilities	Comparable Skills Needed
PIO	The PIO is responsible for developing and releasing public information about the incident to the media, incident personnel and other appropriate agencies and organizations.	<ul style="list-style-type: none"> ● Strategic understanding of stakeholder communications ● Ability to provide communication counsel at the leadership level ● Public speaking ability ● Media interview experience ● Ability to function effectively in a high-stress environment
APIO – JIC Manager	The APIO/JIC Manager will supervise operations of the JIC; execute plans and policies and provide direction to the APIOs to ensure the JIC is well organized and operating efficiently.	<ul style="list-style-type: none"> ● Public Affairs experience ● Leadership skills ● Demonstrated project management or staff management ability ● Ability to function effectively in a high-stress environment
JIC Support	Provides logistical support for JIC. Secures facilities, equipment and materials needed for effective operation	<ul style="list-style-type: none"> ● Logistics experience ● Administrative skills ● Budgeting and requisition experience ● Ability to function effectively in a high-stress environment
APIO – Information Gathering	The APIO for Information Gathering conducts information gathering activities in support of the JIC. Information gathering sources will include NCPA, Unified Command and external entities	<ul style="list-style-type: none"> ● Public Affairs experience ● Leadership skills ● Technical understanding of Organization operations and facilities ● Familiarity with IC and UC structures and processes ● Ability to function effectively in a high-stress environment
APIO – Information Production	The APIO for Information Products manages the product development responsibilities of the JIC.	<ul style="list-style-type: none"> ● Public Affairs experience ● Leadership skills ● Technical Experience with the production of public information: writing, photography, video ● Able to function effectively in a high-stress environment
APIO – Information Dissemination	The APIO for Information Dissemination manages dissemination of approved content to stakeholders via all available methods.	<ul style="list-style-type: none"> ● Public Affairs experience ● Leadership skills ● Familiarity with web content publishing ● Social media experience ● Experience with gathering and using contact lists
APIO – Inquiry Management	The APIO – Inquiry Management will oversee the process of documenting and responding to stakeholder inquiries.	<ul style="list-style-type: none"> ● Experience interacting directly with the community ● Able to speak clearly and concisely ● Able to function effectively in a high-stress environment ● Experience identifying different publics/stakeholders ● Able to ascertain community knowledge, attitudes and behaviors.
APIO - Engagement	The APIO for Engagement will coordinate release of information to stakeholders via meetings and briefings. Will mobilize Subject Matter Experts (SMEs). Will advise the PIO about additional information needs.	<ul style="list-style-type: none"> ● Community relations, government relations or media relations experience ● Experience in planning and conducting public meetings ● Capability to provide basic media training to SMEs ● Able to function effectively in a high-stress environment