



Alpha Chi Omega Operational Volunteer Position Description

Position Title: Alumnae Technology Specialist

Position Summary: Alumnae technology specialists are committed to supporting alumnae chapters and officers by developing tools and resources that enable them to provide nimble, efficient communication channels and social platforms to connect with alumnae in their geographical area or from their chapter of initiation.

Essential Role Responsibilities:

1. Communication
 - a. Respond to all communications related to the volunteer role within 48 hours.
 - b. Participate in monthly team calls and quarterly lifetime engagement volunteer calls.
2. Knowledge-based
 - a. Provide support for alumnae chapters to better understand how to use different aspects of technology to promote and serve their chapters.
 - b. Contribute to small group or team-wide projects to create and develop tools/presentations/resources.
3. Mentor less experienced alumnae technology specialists and fill in for other team members if needed.
4. Travel to chapters is not required. Participation in Province Day or State Day events, if applicable, is encouraged. Travel to training events approximately every two years, usually in Indianapolis, is expected.

Estimated Time Commitment: Approximately 5-10 hours a month.

Working and Reporting Relationships: Reports to lead alumnae technology specialist, works in tandem with lifetime engagement staff and directly with alumnae chapter officers.

Qualifications:

- Alumna in good standing
- Belief in Alpha Chi Omega's values and brand identity
- Ability to coach and mentor others
- Organizational and leadership ability
- Knowledge of social media management practices, website design, newsletter design or instructional video development is helpful but not required

Lead specialists and specialists may not serve in more than one role on the lifetime engagement volunteer team at a time. Additionally, lead specialists and specialists may not serve as province collegiate chairs or province alumnae chairs.

Organization Expectations:

- During the term, the volunteer will support the Alpha Chi Omega Foundation with an annual tax-deductible gift of any amount.
- Become a Life Loyal Alpha Chi Omega.