

## **Λ K Ω Vice President of Information Technology Position Summary**

The Vice President of Information Technology of Lambda Kappa Omega Sorority, Inc. serves as the national leader responsible for overseeing the sorority's technology systems, digital platforms, account management, security procedures, and organizational technology operations. This role ensures that all sorority-related technology, email systems, social media accounts, trackers, passwords, and digital records remain secure, organized, accessible, and compliant with organizational standards.

The Vice President of Information Technology works closely with the National Board, Communications Team, Operations, and chapter leadership to maintain efficient digital operations throughout the organization. This position requires strong organizational, technical, communication, and problem-solving skills, along with the ability to manage digital systems, monitor account compliance, and support members with technology-related needs.

### **Responsibilities**

- Oversee all organizational technology systems, digital platforms, and technology operations
- Maintain and monitor sorority email accounts, social media accounts, password trackers, and login systems
- Ensure all organizational social media accounts are properly connected and accessible according to sorority procedures
- Maintain and update secure password and login trackers for organizational accounts
- Conduct audits of email accounts, login systems, and digital access permissions
- Issue notifications, warnings, and follow-up communications regarding account access or technology compliance issues
- Support the organization with digital security, account accessibility, and technology troubleshooting
- Work collaboratively with the National Board and leadership regarding technology updates and operational needs
- Maintain organization and security of technology records, trackers, and digital documentation

- Assist with technology setup, account transfers, and digital onboarding for incoming officers
- Support organizational communication systems, website operations, and digital access management
- Conduct technology-related trainings, open calls, In-Service sessions, and educational initiatives
- Create “Did You Know” educational materials related to technology procedures and best practices
- Assist with annual reporting, technology tracking, and digital compliance monitoring
- Promote professionalism, security, organization, and operational consistency throughout all technology systems

### **Experience & Qualifications Needed**

- Previous leadership experience within the sorority, technology office, committee, nonprofit, or organization preferred
- Strong organizational, technical, and communication skills
- Experience managing email systems, social media platforms, shared drives, or digital tracking systems preferred
- Ability to manage passwords, account access, and digital security procedures responsibly
- Strong attention to detail and ability to maintain organized digital records
- Experience with spreadsheets, trackers, account management, or technology support preferred
- Ability to troubleshoot technology issues and communicate solutions effectively
- Ability to maintain confidentiality, professionalism, and digital security standards
- Ability to work collaboratively with leadership teams, committees, and chapter officers
- Strong problem-solving, time-management, and multitasking abilities
- Understanding of organizational procedures, communication systems, and chain of command

- Commitment to operational efficiency, accountability, leadership, and organizational success

### **Preferred Leadership Traits**

- Organization and accountability
- Technical problem-solving abilities
- Professionalism and discretion
- Strong communication skills
- Attention to detail
- Adaptability and resourcefulness
- Leadership and teamwork
- Commitment to security, efficiency, and organizational growth