

IT Solutions Director

POSITION SUMMARY:

The IT Solutions Director is an appointed position of the Chapter whose responsibility is to facilitate member engagement and board operations using a variety of technological platforms. The incumbent will serve as the “go-to” person to support the effective usage of board collaboration and knowledge management systems.

The ideal candidate will demonstrate strong initiative, decision-making, personal responsibility and is not afraid to provide fresh, innovative ideas and design solutions for future projects. The ideal candidate for this position is technically savvy, highly creative, thrives in a fast-paced environment, holds high standards for all work products, and possesses a can-do attitude and entrepreneurial spirit. The IT Solutions Director will collaborate regularly with the Director of Marketing and Communications, Director of Membership, and Director of Programs.

TIME COMMITMENT:

Term: Two years

Estimated Time Requirements per month:

- Attending assigned committee meetings: 1hr/month plus preparation time
- Attending monthly chapter meetings via conference call: 1 hr. plus preparation time
- Attend to weekly project work: Avg. 1 hr, minimum/week

RESPONSIBILITIES:

- Supports Program Director in creating engaging member toolkits and job aids
- Serves as administrator of group collaboration and document sharing tools
- Provides tech support to VT-ATD board members as needed
- Takes a lead role in onboarding new chapter leaders to technology platforms
- Researches, develops and facilitates the sourcing of new technology to support board operations and delivery of enhanced services to members (e.g., web platform, blogging tool, project management software, membership management and resource directory tools, etc.)
- Works collaboratively with the Director of Marketing and Communications to support the technological feasibility of Chapter communications strategy
- Assists with the analysis of functionality of existing and new social media platforms to determine relevance to our members and community in alignment with communication strategy goals.
- Educates and engages VT-ATD Members by keeping website content current
- Collaborates with Program Director to load program resources to website to ensure member traffic and engagement

QUALIFICATIONS & REQUIREMENTS:

General Qualifications:

- Must have the time available and commitment to fully participate in all board functions
- Attends and participates in monthly board meetings and Chapter programs as available
- Participates in other chapter events, committee meetings, and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities

Skills Qualifications:

- Base knowledge of (or keen interest to learn about) tech platforms including: Google Apps (group collaboration and document sharing tools), Wild Apricot (open source web-authoring tools), Zoom HD (teleconferencing tools), Survey Monkey, and various social media platforms
- Has an innate curiosity to research and implement new technology to support team effectiveness
- Skilled in written and verbal communication, personal interaction and problem-solving
- Ability to plan, organize and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Has a willingness to advocate for the Chapter
- Ability to seek out others as volunteers
- Must be a National member of ATD (or have a willingness to become a National member upon election to the board) and a member in good standing with the local Chapter

BENEFITS:

- Discounted national membership - \$149 instead of \$199
- Access to resources from National ATD
- Access to a network of local L & D professionals
- Opportunity to expand your current skillset by serving as a Chapter leader
- Opportunity to advance the field of learning and development in Vermont

ATD Resources:

[Chapter Relations Manager](#)
[National Advisors for Chapters \(NAC\)](#)
[Chapter Operating Requirements \(CORE\)](#)
[Sharing Our Success \(SOS\)](#)
[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)
[Toolkits](#)
Chapter Leader Webcasts