Change Management Specialist Job

Employer Name:

SpiderID: 12491838

Location: Washington, District of Columbia

Date Posted: 5/4/2022

Wage: Up to $0.00 per year

Category: Information Technology

Job Code: 375599

Organizational Change Management Specialist   
  
Job Description   
  
Summit Technologies is in search of an Organizational Change Management Specialist to support our Federal client in Washington DC. The Organizational Change Management Specialist will play a key role in ensuring HR IT projects meet program objectives by creating and implementing change management strategies and plans that maximize employee adoption and usage. The Organizational Change Management Specialist will work to drive faster adoption, higher ultimate utilization and greater proficiency of the changes that impact HR Specialists in the agency to increase benefit realization, ROI and the achievement of results and outcomes. The candidate will be an active promoter and implementer of change management initiatives that improve outcomes. The position is full-time and is typically performed in downtown Washington DC. Due to the pandemic, this position is currently performed remotely, but within the Washington DC metropolitan area.   
  
Roles and Responsibilities  
  
Apply a structured methodology and lead organizational change management activities across the CEHRIS organization  
  
Work with team members to recommend, develop and implement change management strategies  
  
Lead the development of the communications and training strategy and plan and associated materials  
  
Coordinate training, draft communications and coach project teams to increase the adoption of new systems and initiatives  
  
Create email announcements, design promotional materials, prepare/conduct briefings, and help translate subject matter content into training materials  
  
Develop materials, such as process guides, fact sheets, job aids, instructional guides, Web content, briefings, and presentations in an effort to promote change management initiatives  
  
Support the project team to develop stakeholder outreach and engagement efforts to obtain awareness, understanding, management buy-in, and support  
  
Coach managers and supervisors  
  
Manage stakeholders  
  
Track and report issues  
  
Define and measure success metrics and monitor change progress  
  
Skills and Qualifications  
  
Bachelor of Arts or Bachelor of Science in Business Administration, Organizational Change Management, Communications or a similar field  
  
15+ years of experience supporting clients in organizational change management  
  
A solid understanding of organizational change management processes  
  
Experience and knowledge of organizational change management principles, methodologies and tools  
  
Exceptional communication skills - both written and verbal  
  
Excellent active listening and consulting skills  
  
Ability to clearly articulate messages to a variety of audiences  
  
Ability to establish and maintain strong working relationships  
  
Ability to influence others in moving towards a common organizational vision or goal  
  
Flexible and adaptable; able to work in ambiguous situations  
  
Problem solving and root cause identification skills  
  
Must be a team player and able to work collaboratively with and through others  
  
Familiarity with project management approaches, tools and phases of the project lifecycle  
  
certification or designation a plus

Start Date:   
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required:   
  
  
Education Required:   
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: Staffing Now

Company: Staffing Now