



Change Management Specialist

WSIPC – Reference #20240704

Resume Review Begins August 12, 2024

Starting Salary Range: \$65,161 to \$70,532

Number of Positions Needed: 1

The salary is dependent on experience and qualifications.

Candidate must reside in the State of Washington or be willing to relocate to Washington State

Why WSIPC? At WSIPC We Take Pride in Nurturing a Culture Where...

We are a team – We care about the growth and development of our people and the Cooperative.

We pursue excellence – We are continuously learning and striving to improve our skills, services and culture.

We are passionate and creative – We are inspired by our Cooperative members to innovate and develop solutions that best fit their needs.

We are accountable and supportive – We take responsibility for our decisions and collaborate to ensure the best outcomes.

We communicate honestly – We work in a transparent, open, and trust-based environment.

We have serious fun – We take the time to enjoy ourselves, because hard work and innovation are fueled by a good work-life balance and a lot of personality.

We serve our community and we are our community – We are part of the community we serve and we are invested in its success.

About the Position

WSIPC is seeking a dedicated Change Management Specialist who is passionate about supporting the people side of change – including changes to business processes, systems and technology, job roles and organizational structures.

In this role you will collaborate with and support the Change Management team and various project teams by assisting in the coordination and delivery of change readiness consultations and training, managing change readiness data systems and analyzing data, identifying risks, and preparing and delivering presentations and reports regarding school district change readiness. Your analytical and risk assessment skills will help ensure districts are positioned for success for medium to high-risk change initiatives.

Key Responsibilities

- *Coordinate Change Readiness Consultations:* Assist in scheduling and organizing change readiness consultations and training sessions
- *Manage Data Systems:* Oversee change readiness data systems, ensuring accurate data collection and performance tracking management.
- *Analyze Data:* Conduct data analysis to identify trends, risks, and areas for improvement.
- *Risk Assessment:* Identify potential risks and develop mitigation strategies.
- *Reporting and Presentations:* Prepare and deliver reports on school district change readiness to stakeholders.
- *Support Training Development:* Assist in the development and delivery of training content to equip change leaders and stakeholders.

Ideal Candidate Qualifications

- *Change Management Knowledge:* Familiarity with change management principles, methodologies and tools, with emphasis on the Prosci Change Management methodology
- *Data Analytics Experience:* Proficiency in data analytics and implementation of assessment tools and performance tracking systems
- *Stakeholder Relationship Building:* Ability to build and maintain effective relationships with a variety of stakeholders including project teams and individuals impacted by change
- *School District Knowledge:* Understanding of school district operations and functions
- *Training Support:* Desire to support training development and assisting with content delivery
- *Organizational Skills:* A self-starter who is organized, detail-oriented, inquisitive and resourceful
- *Interpersonal Skills:* Excellent active listening, situational awareness, engaged, accountable, persuasive, encouraging, and diplomatic with conflict resolution skills
- *Team Collaboration:* Demonstrated ability to work effectively with product teams and project teams
- *Task Management:* Ability to effectively manage, prioritize, and execute tasks in a high-pressure, deadline-driven environment
- *Adaptability:* Adaptable to changing priorities and needs

Employment Benefits

This is a full-time position. WSIPC provides a comprehensive benefits package including but not limited to thirteen holidays, medical, dental, vision, paid vacation ranging from 12-22 days per year and up to 8 hours of paid sick leave per month. We are a part of DRS for a pension program. Visit www.wsipc.org for a full list of benefit offerings.

Apply Now!

What a great place to work! Apply now by emailing your resume to employment@wsipc.org

This is a hybrid position, candidate must reside in the State of Washington

WSIPC is an EOE