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English (US) ▼

Senior Change Management Analyst

San Francisco, CA, United States
|
req7611

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We're looking for a

Senior Change Management Analyst

Senior Change Management Analyst, IT Programs

Cornerstone is looking for a **Senior Change Management Analyst, IT Programs** will report to the Senior Manager, Change Management and be responsible for ensuring change management is addressed proactively and effectively. This role will help apply change management strategy, tools and communication for all IT projects working closely with the business leads and IT leads and ensure stakeholders are informed and prepared for change impacts. This role will be key in planning and drafting IT communications.

To succeed in this role, you are a highly motivated self-starter, it will be necessary for you to have excellent technical writing skills, a strong collaborative working and communication style, and clear sense of ownership and accountability.

In this role you will...

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- Implement change management strategies and plans in support of IT programs and projects. This includes creating change management processes and playbooks that can be customized per project needs.
- Develops communications to support IT initiatives with your writing expertise
- Ensures adoption goals are met through active participation, task/user story adherence, and effective communication
- Ability to function in an Agile environment, completing assigned user stories and deliverables
- Communicate and educate the user community on system progress, objectives, and requirements to include a means by which to evaluate and ensure organizational readiness
- Identify and anticipate organizational challenges and/or resistance; develop risk mitigation plan. This will include performing Stakeholder and change impact analysis identifying potential project impacts/risks
- Ensure IT teams, partners and stakeholders are engaged and informed appropriately throughout the project lifecycle, leveraging industry leading practices.

- able to lead initiatives as well as contribute as a team member

You have what it takes if you have...

- A Bachelor's degree in business or a related field
- 7+ years of progressive Change Management experience
- 3+ Technical writing experience
- Effective prioritization and project management skills
- Ability to excel in a multi-cultural, fast paced environment
- Experience with defining and executing change management strategies in support of large and complex IT projects impacting a diverse stakeholder group with varying needs,
- Adept at quickly understanding the client business, creating internal partnerships, fostering collaboration and recommending strategies that fit the client culture and business model
- Ability to operate effectively in a high demand, rapidly shifting / fluid environment.
- Ability to bring clarity to ambiguous situations and simplify processes and messaging
- Understanding of privacy and security nuances on projects
- Strong presentation, verbal and written communication skills with the ability to articulate complex ideas in easy to understand business terms to all levels of management including senior leaders

Extra dose of awesome if you have...

- PMP or Scrum/Agile certifications
- Experience in organizational development, human performance technology, organizational communications
- Experience with one or several of these tools: Salesforce, JIRA, Smartsheet, Microsoft Project, ServiceNow
- Previous merger and acquisition project management experience

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Our Culture:

Our mission is to empower people, businesses and communities. A culture created less by what we do and more by who we are. When people ask what our team is about, we point to our core values: champion customer success, bring our best, achieve together, get stuff done, and innovate every day. We're always on the lookout for new, curious and capable people who can help us achieve our goal and we are seeking diversity in the people who join our team. We want to make sure that our company reflects the demographic of our customers, clients, and the communities in which we operate. So if you want to work for a friendly, global, inclusive and innovative company, we'd love to meet you!

What We Do:

Cornerstone is a premier people development company. We believe people can achieve anything when they have the right development and growth opportunities. We offer organizations the technology, content, expertise and specialized focus to help them realize the potential of their people. Featuring comprehensive recruiting, personalized learning, modern training content, development-driven performance management and holistic employee data management and insights, Cornerstone's people development solutions are successfully used by more than 90 million+ people in 180+ countries and in nearly 50 languages.

Cornerstone takes special care to ensure the security and privacy of the data of its users.

Check us out on Linkedin, Comparably, Glassdoor, and Facebook!

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Equal Employment Opportunity has been, and will continue to be, a fundamental commitment at Cornerstone OnDemand. We are proud to be an EOE Protected Veterans/Disability workplace and an affirmative action employer. If you have a disability or special need that requires accommodation, please contact us at careers@csod.com.

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