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# Example of Change Coordinator Job Description

Our company is hiring for a change coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for change coordinator

* Initiate FIA report and coordinate the FIA activities inside workcell if necessary
* Advise customer about their ECN implementation status
* Ensure the standard price of raw component under a BOM is filled in so cost roll up can be executed
* Provide training for new ECN coordinators, execute advance system training if necessary and monitor their performance
* Understand the CSU organization (Chancellor's Office and 23 campuses) and change management and communication challenges and issues
* Support the development and implementation of a comprehensive communications strategy and plan for the CHRS
* Support the development of communications deliverables and facilitated events
* Assist in the development of program communication mechanisms supporting this Program
* Support the production and distribution of communication content for the CHRS Program including documentation, status reports and updates, executive summaries, PowerPoint presentations, knowledge articles, key business communications, CHRS website content, social media distributions, print releases, and high impact communications
* Provide assistance with the development and execution of program surveys, stakeholder analysis, resistance management plans, sponsor roadmaps, program schedules, implementation activities, status reporting and program checkpoints

## Qualifications for change coordinator

* Must have working knowledge of Change Management, Incident Management, and Problem Management
* Minimum of 5 years experience in a similar role managing successful delivery of ecommerce technical supports (WW international site)
* Bachelor degree in Computer science, Engineering, Mathematics, Physics or any other with background in Information Technology, Information system, ecommerce or similar fields
* Proven experience in managing vendors and internal resource
* Strong Business automation and workflow process development is desirable
* Excellent experience in support ticketing tool (JIRA) and methodology (ITIL)