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# Example of Change Management / Change Communications Job Description

Our innovative and growing company is looking to fill the role of change management / change communications. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for change management / change communications

* Responsible for development and execution of communications strategy, including development of ongoing communications tools
* Supporting the Global team activities toward established change management deliverables and milestones
* Developing relationships with the regions, countries and site affiliates to develop and execute local change management programs to achieve the appropriate level of commitment
* Oversees the ongoing communications processes for Real Estate, Design, Construction and/or Facilities
* Support the day-to-day operation of a PMO
* Participate in the process of conducting an assessment of the current state HR processes, and technology
* Conduct testing of HR technology, as part of a HR technology implementation
* Create wide variety of communications (articles, email, posters, newsletters, ) with creativity and grammar accuracy
* Will draft/write key communication messages for senior leaders and collaborate to ensure adequate message is conveyed
* Prepare, update, and integrate content and materials for various intranet sites, including MGS, TeamShare, myLearning, and other outlets

## Qualifications for change management / change communications

* Identifies Store Development business needs for communications and brand guardrails and changes to plans as related to overall communications
* Identifies trends and gaps with existing communications systems and processes
* US communications planning and management (7 years)
* Project management experience, including ability to build and lead cross functional teams (5 years)
* 3 or more years of IT related experience
* Bachelor's degree in Graphics/Communications