



Change Management Analyst

WSIPC – Reference #20240703

Resume Review begins August 12, 2024

Starting Salary Range: \$70,532 to \$85,344

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 Analyst who is passionate about supporting school district leaders and project teams, focusing on 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 the Change Management team and various project teams to ensure organizational readiness for medium to high-risk change initiatives. The primary responsibility of this role is to manage a caseload of school districts preparing for change by conducting consultations and assessments to gauge readiness based on the organization's culture, processes and capabilities. Data collected will be used to identify gaps, develop action plans, and communicate results with the school district and project teams. You will also support school districts by designing and delivering training intended to equip change leaders with necessary skills and knowledge to support people through change.

Key Responsibilities

- *Conduct Change Readiness Assessments:* Evaluate school districts' readiness for change through consultations and assessments.
- *Develop Action Plans:* Identify gaps in readiness and create actionable plans to address them.
- *Communicate Results:* Share assessment findings and recommendations with school district leaders and project teams.
- *Design and Deliver Training:* Create and facilitate training sessions to equip change leaders with essential skills and knowledge.

- *Manage Resistance:* Work with stakeholders to manage resistance and create conditions for successful implementation.
- *Stakeholder Engagement:* Build and maintain effective relationships with various stakeholders, including organizational leaders and individuals impacted by change.

Ideal Candidate Qualifications

- *Change Management Expertise:* A solid understanding of how people go through change and the change process, knowledge of change management principles, methodologies and tools
- *Instructional Coaching Experience:* Demonstrated experience with instructional coaching and/or mentorship and stakeholder engagement
- *Training Delivery:* Experience in developing and delivering engaging learning experiences both remotely and in-person
- *Relationship Building:* Ability to build and maintain effective relationships with a variety of stakeholders including organizational leaders, project teams, and individuals impacted by change
- *Influence and Resistance Management:* Ability to influence others to help manage resistance to change and create conditions for successful implementation of new solutions
- *School District Experience:* Knowledge and experience with school district operations and functions
- *Assessment and Tracking:* Experience with implementation of assessment tools and performance tracking systems
- *Self-Starter:* Inquisitive, resourceful, a critical thinker, and detail oriented
- *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