

JOB POSTING

Enabling Technologies Corp

Contract Communications Specialist

Enabling Technologies Corp is searching for a Contract Communications Specialist to support the Adoption & Change Management team. The Communications Specialist will work with clients to develop awareness campaigns in support of organizational change. Organizational change is inclusive of people, business processes, culture, systems and technology, job roles and organizational structure.

The Communications Specialist will not have supervisory responsibility but will be required to work with client and internal resources to drive successful change adoption. The Communications Specialist must be comfortable operating in both a functional and consultative manner when dealing with clients and internal resources. The ideal candidate will be confident in navigating and conducting professional interactions at all levels within client organizations.

Functional Responsibilities (internal and external) 85%

- Development of intellectual property
- Design and custom content writing for communication and awareness campaigns
- Delivery of communications collateral and scheduling of project tasks and milestones. Including:
 - Email campaigns
 - Marketing kits
 - Print media
 - Digital media
 - Social media
 - Blog content writing
 - Video content
- Incorporation of brand standards as required
- Analysis of change management deliverable effectiveness

Consultative Responsibilities (internal and external) 15%

- Apply structured methodology to change initiatives
- Assess client change readiness and change impact
- Identify, analyze, anticipate and manage change risk and resistance
- Document actionable deliverables for the following levers:
 - Success Criteria
 - Gap Analysis
 - Communication Requirements
 - Reinforcement
- Plan and document custom communication strategies
- Track and report issues or risk

- Integrate change management activities into project plans

Experience Required

- Demonstratable experience and knowledge of change management principles, methodologies and tools (internal communications experience is preferred)
- Demonstrated ability to adapt modality, tone and messaging
- Demonstrated ability to manage ambiguity and apply problem-solving skills
- Demonstrated ability to employ research and analytical thinking
- Demonstrated internal communications delivery for enterprise changes
- Demonstratable experience in the development and delivery of content and messaging to meet a variety of communication needs
- A minimum of 1 year working in a consultative role internally or externally
- A minimum of 3 years internal communications experience
- Ability to travel 50% of the time
- Prior remote-working experience

Skills Required

- Exceptional written **and** verbal communication skills
- Ability to clearly articulate and tailor messages to a variety of audiences
- Ability to establish and maintain strong business relationships
- Ability to think quickly and adapt accordingly
- Ability to influence others to move toward a common vision or goal
- Excellent active listening skills

Education/Training:

- Bachelor's Degree is preferred

This is a remote role that requires up to 50% travel.

Please be prepared to share samples of your work.

This is an ongoing search for qualified candidates.