

The Communications and Change Manager is responsible for working on a new state contract to establish a Project Management Office (PMO) for the implementation of the new statewide automated Comprehensive Child Welfare Information System (CCWIS) to replace Indiana's existing Statewide Automated Child Welfare Information System (SACWIS). The project will involve leading and managing CCWIS Design, Development, and Implementation (DDI) project sprints from a PMO perspective and engaging with State resources in DDI and PMO related tasks.

The Communications and Change Manager will be responsible for the overall communications internally with the project team, vendors and stakeholders. The Communications and Change Manager will work in collaboration with project leadership and other related contractors.

The contracted project is with the Indiana Department of Child Services. Transform Consulting Group is a subcontractor on this project. Initially the position will work remotely but will transition to work on-site at the client's office in Indianapolis, Indiana. Must be able to start work immediately.

## Essential Functions

- Support development and implementation of master communication plan
- Manage the coordination of all communication efforts between vendors
- Facilitate stakeholder engagement throughout the life of the project
- Validate and provide quality assurance in the aspects of stakeholder engagement and outreach
- Identify and track risks associated with stakeholder engagement, both internally and externally
- Oversee adherence to the communications standards established within the CCWIS Governance Manual and as outlined within the Communication Plan and
- Report communication-related progress through regular reports and meetings
- Work closely with the ODS vendor to define risks associated in the communication management plan.
- Support implementation of change management plan
- Help track risks associated with changes in CCWIS requirements for compliance from ACF and the state of Indiana.
- Responsible for monitoring and communicating federal and state statutory, regulatory, and policy changes
- Other duties as assigned

## Education and Experience

- Bachelor's degree in Communications, Marketing, Public Relations or related field required
- 15+ years of experience in communications, marketing, or change management
- Prior experience in child welfare or state government a plus

## Knowledge, Skills and Ability

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**Transform Consulting Group** works with non-profit organizations, government agencies, and philanthropic partners. We create partnerships that transform organizations, communities and systems.

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- Understands, amplifies and expands the fair treatment, access, opportunity, and advancement for all people
- Experience in leading and implementing a communications plan
- Able to foster strong collaborative relationships working in a highly matrixed environment
- Experience in leading or supporting large-scale system changes
- Ability to interact effectively with people from diverse backgrounds. Demonstrated commitment to building diverse work environments
- Experience engaging the stakeholder and customer
- Ability to be creative and think around problems
- Adept at completing multiple tasks and meeting deadlines in a fast-paced environment
- Strong analytical and problem-solving skills
- Possess end-to-end project management skills moving concepts through design, development, implementation and continual improvement
- Ability to communicate effectively, verbally and in writing
- Demonstrated computer literacy skills, using MS Office applications, Google apps and other basic data systems including internet navigation
- Must be willing to learn quickly and respond to changing environment
- Able to multi-task, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized
- Must be excited about the causes, clients and industries we serve

### **Salary/Benefits**

Salary to commensurate with experience including a competitive benefits package with health, dental, vision, life and 401k plan.

### **To Apply**

Interested applicants should submit cover letter, resume, and salary history to [a.lopez@transformconsultinggroup.com](mailto:a.lopez@transformconsultinggroup.com). Questions or inquiries may be submitted to this email address as well.

**We are an equal opportunity employer committed to creating a diverse and healthy workplace.**