

JOB TITLE: Change Management Specialist**Job ID:****Job Location:** Contractor location**Job Category:** Engineering

Athena Technology Group, Inc. is a Service Disabled Veteran Owned Small Business (SDVOSB) focused on Information Technology and Communications consulting, system engineering, integration, deployment and operation of state of the art command and control and information systems that deliver critical network centric solution to the warfighter. With a proven track record of technical support to our customers, we are looking for innovative industry professionals to join our team. Please contact Richard Volz (703 489-8263) at info@athenatechgrp.com

Roles and Responsibilities: ATG is currently seeking a Change Management Specialist to fill one full-time role in its Washington, DC metro area office. This position will support the Department of Veterans Affairs (VA), Veterans Experience Office (EVO), Multi-Channel Technologies' (MCT) Customer Information Services (CIS) Division. The Change Management Specialist performs tasks requiring the knowledge and skills for a multidisciplinary approach to managing change and transition within organizations, programs, and projects. Tasks may include:

- Developing plans associated with transition management, implementation of major initiatives, communications associated with major initiatives, risk assessment, and organizational transformation and culture change
- Completing change management assessments and change management strategy; identifying and managing anticipated resistance
- Creating actionable deliverables, such as a communication plan, roadmap, coaching plan, training plan, or resistance management plan
- Supporting and engaging senior leaders
- Supporting organizational design and definition of roles and responsibilities
- Integrating change management activities into project plan, and evaluating and ensuring user readiness
- Managing stakeholders; tracking and reporting issues; and
- Defining and measuring success metrics and monitoring change progress

Soft Skill Requirements:

- Strong verbal and written communication skills
- Organized with strong attention to detail and quality
- Self-motivated with an ability to think on ones feet
- Eager to learn and self-sufficient

Qualification and Education Requirements:

- Bachelor's (BA/BS) Degree.
- Minimum 3 years of experience supporting project analysis, delivery, or metrics
- Proficient in Microsoft Tools Suite (Word, PowerPoint, Excel)
- Familiar with Veteran data and VA OI&T processes is desired
- Exposure to CIS products desired- including Enterprise Veteran Self Services (EVSS), the VA Master Person Index (VA-MPI), VA/DOD Information Repository (VADIR), the Veteran Identification Card (VIC), and Vet360.
- Ability to obtain a NACI clearance