

Job Summary:

The Blackbaud Corporate IT Change Management Team is responsible for the successful execution of change management, communications and training for internal IT based projects across all business units at Blackbaud.

The Change Management Intern will participate in a variety of programs in a cross-functional basis and can vary based on interest and skills. The Change Management Intern will need to be able to adapt to a fast-paced, challenging and often changing environment as priorities shift and focus moves from one area to another.

If you are interested in this internship opportunity, please contact Deirdre Ostrander at Deirdre.ostrander@blackbaud.com

Key Accountabilities	Key Activities
	<ul style="list-style-type: none">• Become familiar with Blackbaud Change Management methodology and begin to apply portions of methodology to both IT and process based projects• Support program communications by participating in the creation of communications plans and assisting in execution, tracking and updating• Create communications using a variety of methods; PowerPoint, Word, Social Media, Digital Signage etc.• Support creation of necessary training materials using a variety of methods; e-learning, presentations, case studies• Engage with change networks to execute program change management• Develop status reports and/or other program tracking as necessary• Engage with our Corporate Communications team as necessary for cross Blackbaud communications• Support IT specific communications through our social channels• Perform other general change management support tasks as necessary
<i>Technical Skills and Knowledge:</i>	
	<ul style="list-style-type: none">• Microsoft Office Suite (excellent PowerPoint skills)• Social Media• Written and verbal communications• Leadership presence

- Business communications principles