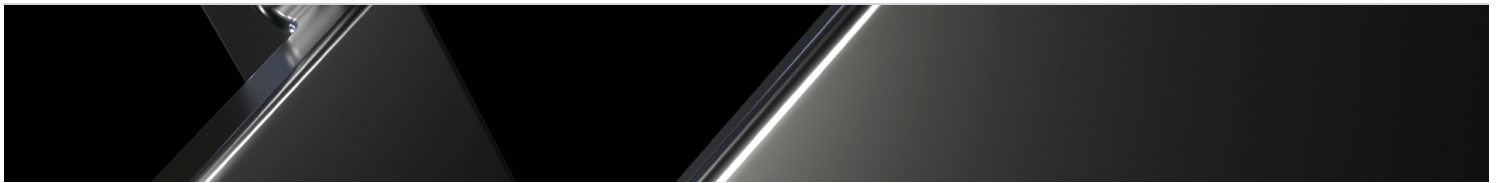





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Senior Program Manager, Internal Communication Operations

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Job Requisition ID

22WD62673

Position Overview

The Autodesk Employee Communications team is on a mission to connect Autodeskers globally through authentic storytelling and engaging experiences that shape our culture, business, and world. We are strategic global communicators and advocates of our company culture, and as part of Autodesk's People & Places organization, we are champions of the employee experience. We collaborate with leaders, stakeholders, and communications partners across the company to deliver data-driven content, compelling stories and immersive experiences that bring our company's strategic priorities to life.

We are seeking an exceptional Senior Program Manager of Employee Communication Operations to join our team. This is an exciting opportunity to design and drive internal communication operations, rhythms, and workflows to enable a high-performing, best-in-class communications function.

Our team is looking for a strong program manager who has a proven track record of designing, implementing, and maintaining complex operating models, communication tools and training, and managing team culture initiatives. Additionally, this role will work closely with the Director of Employee Communications and Chief of Staff to the CPO to support People & Places rhythms and operations.

Responsibilities

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business strategy

- Design, implement and maintain a content workflow/operating model within the internal communications team and its impact on the Autodesk communications ecosystem
- Design, implement and maintain a “customer” service delivery/engagement model for Autodesk’s entire communication ecosystem; inclusive of how it intersects/interacts with our communication community and stakeholders
- Manage and update our entire internal communications editorial calendar, identify gaps, risks, or opportunities, and drive communication execution across teams
- Build, maintain and govern the teams’ systems, tools, file sharing and infrastructure, providing training and onboarding for new team hires
- Oversee the automation, efficiency, and visibility of editorial calendars with PPL stakeholders
- Design, develop and launch team meeting cadence (i.e., tactical, operational, strategic, and quarterly business review meetings); inclusive of meeting management (i.e., develop agenda, facilitate/drive meetings, send recaps, drive actions/next steps)
- Design, develop and support team offsite agendas, facilitation, and follow-up
- In partnership with Director of Employee Communications, guide the team’s professional development and training initiatives
- Drive team culture and plans events centered around developing belonging and community
- Support the Director of Employee Communications on ad hoc PPL initiatives

Minimum Qualifications

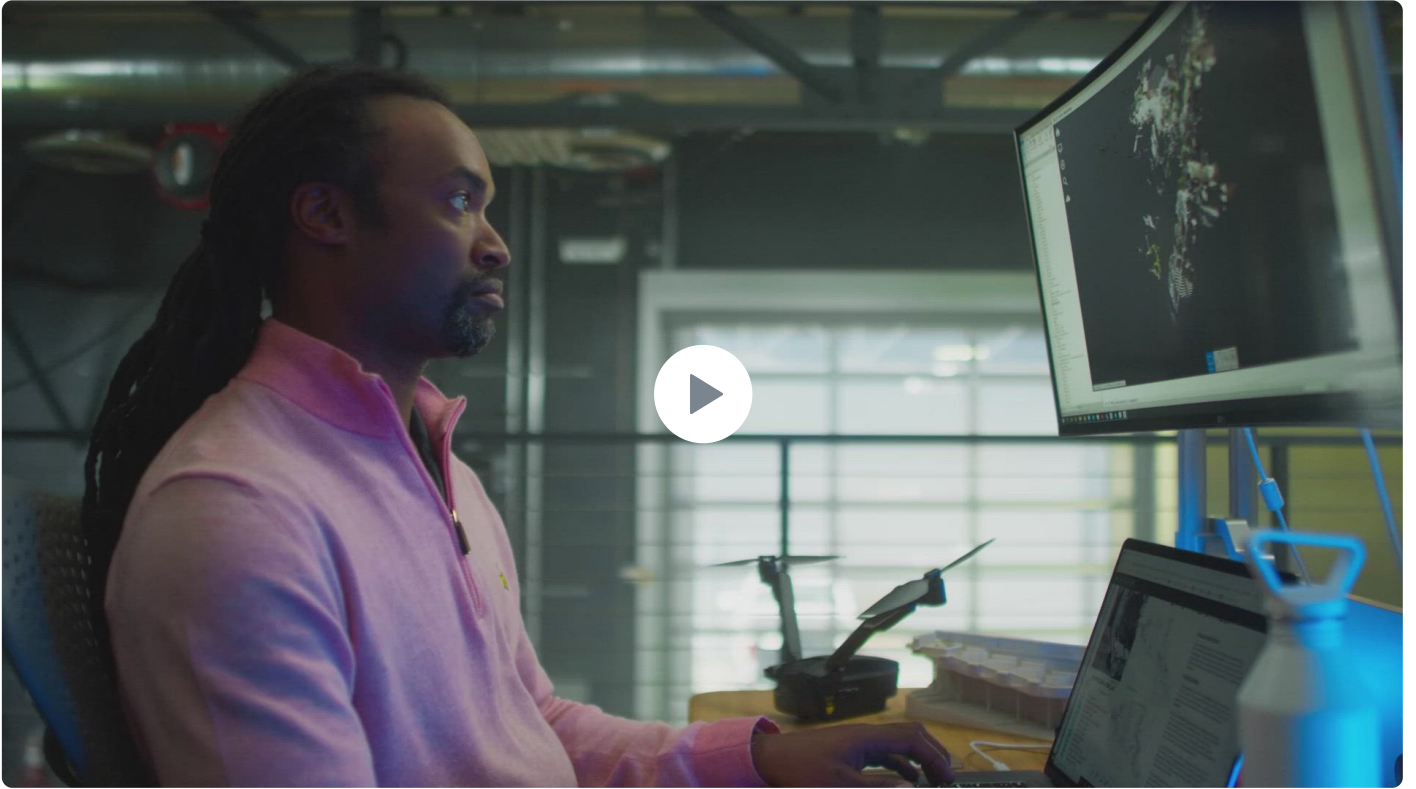
- You have 8+ years or equivalent experience in communications and project management or operations
- You are a strategic and creative thinker comfortable debating and defending your ideas
- You can influence across functions, geographies and levels, and the ability to work with various stakeholders and teams to drive alignment and collaboration
- You are an Innovative self-starter who can drive results both independently and in collaboration with others
- You have strong organizational skills, attention to detail and a strategic mindset
- You can effortlessly manage your workload, are flexible, proactive, work well under deadlines, and above all, have an optimistic spirit and “make it happen” attitude

At Autodesk, we're building a diverse workplace and an inclusive culture to give more people the chance to imagine, design, and make a better world. Autodesk is proud to be an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, religion, age, sex, sexual orientation, gender, gender identity, national origin, disability, veteran status or any other legally protected characteristic. We also consider for employment all qualified applicants regardless of criminal histories, consistent with applicable law.

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Shape the world, shape your future



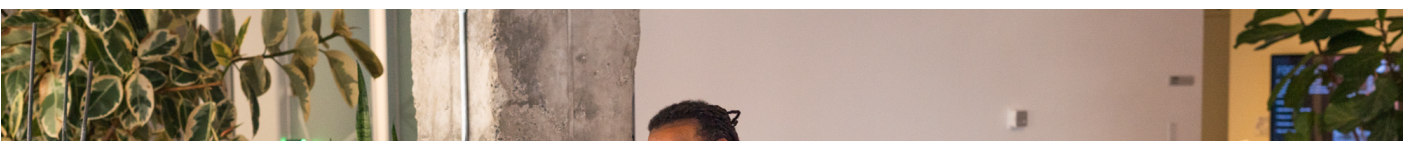
AUTODESK LIFE

Welcome to Autodesk! Amazing things are created every day with our software – from the greenest buildings and cleanest cars to the smartest factories and biggest hit movies. We help innovators turn their ideas into reality, transforming not only how things are made, but what can be made.

We take great pride in our culture here at Autodesk – our Culture Code is at the core of everything we do. Our

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