



Podio SME

JOB SUMMARY

The Podio SME is responsible for facilitating intranet communication among all staff. Reporting to the Communications Manager, the Podio SME will assist in onboarding new hires and training current staff, as well as provide ongoing technical support and suggesting ways to use Podio to help improve internal communication.

RESPONSIBILITIES

- Assist staff members with the maintenance of the staff intranet (Podio), including providing training sessions
- Advise the Communications Manager on how to better utilize Podio organization-wide for specific use case scenarios
- Keep the Communications Manager informed of communication issues stemming from Podio misuse
- Attend regular staff and department meetings
- Any other projects or duties as assigned by the Communications Manager

DESIRED QUALIFICATIONS AND SKILLS

- Ability to work well both independently and within a team setting
- Excellent written and verbal communication skills
- Well-organized and detail oriented
- Working Knowledge of Podio, Microsoft Excel, and Word