



POSITION ANNOUNCEMENT

Position title: Executive Assistant
Category: Full-time position
Reports to: President
Location: Kansas City, MO

Introduction

780 million people – about one in nine – lack access to safe water; 2.5 billion people lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For more than 20 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed millions of lives in Africa, Asia, Latin America, and the Caribbean by providing access to safe water and sanitation. Learn more at www.Water.org

Position Description

The Executive Assistant (EA) position at Water.org is a critically important role, enabling the President to work most effectively with internal and external stakeholders and to fulfill her commitment to Water.org's employees, funders, partners, and Board of Directors. The EA works to support the President (based in Seattle, WA), optimizing the efficiency and effectiveness of internal operations and ensuring smooth coordination and communication among the individuals and key functional areas of Water.org. This individual contributes significantly to creating cohesiveness and collaboration among the entire Water.org team and acts as a 'go-to' resource for both the President and team. The Executive Assistant conducts research and develops communications and presentations to represent the organization to key internal and external constituents and to garner support for this important cause. This is a collaborative and facilitative role that demands focus, organization and flexibility and requires a highly-resourceful individual with strong emotional intelligence, self-motivation, and analytical skills.

Specific areas of responsibility

Ensure Executive Effectiveness - Administrative support

- Provide administrative support, manage calendars and priorities. Examples include:
 - Maintain organizational calendar of priorities; update and communicate
 - Complete time sheets, expense reports, filing and organization, email management, travel plans for President
- Think ahead to prioritize and calendar most critical meetings, conversations, deliverables and resolve with tact any conflicting commitments that may exist
- Build external and internal relationships that will benefit Water.org

- Assist in planning and executing meetings and events for both internal and external audiences
- Other activities as needed and requested

Build support for Water.org – Knowledge and communications support

- Research, contribute to and coordinate development of communications to key constituents, including but not limited to remarks, presentations and briefings as follows:
 - Board of Directors reports, presentations and updates
 - Donor or external partner presentations
 - Program site visits
 - Key internal communications

Facilitate Relationship-Building and Team cohesiveness

- Collaborate with Office of the CEO to facilitate executive coordination and with senior team leaders to enhance success against organizational objectives
- Develop and consolidate core content for senior team, staff, and related meetings
- Provide key connection point and ‘resource in the office’ for President not based in Kansas City, assisting them in ensuring organizational strength and collaboration
 - Serve as a key ‘hub’ for collecting, consolidating and disseminating cross-departmental information and initiatives to foster efficiency and esprit de corps among the team
 - Be an ‘ear to the ground;’ Identify and work to solve or surface key organizational issues and opportunities
 - Develop internal communications that will inspire and connect team members
 - Develop stronger coordination and connection between Water.org U.S. and International offices
- Plan team gatherings and team-building activities
- Document key takeaways from team meetings; share with key constituents

Enhance Organizational Integration - Process improvement and information management

- Take initiative to identify and implement ways to enhance team coordination and effectiveness
 - Create and manage standardized communication, processes and templates for ensuring team effectiveness. Research and surface solutions as needed
 - Develop process and system to align, track and communicate key organizational milestones
- Summarize and ensure follow up on key areas for improvement as identified via key inputs including annual staff survey, staff retreat, open forums
- Develop systems, processes and/or communications that will facilitate organizational knowledge-building, including content library, uniform information management, communication standards
- Other Projects and Support as needed to enhance effectiveness and achieve organizational goals

Qualifications and Skills

- Bachelor's degree required, with at least five years of relevant experience
- Outstanding relationship-building and collaborative skills; strong ability to engender and maintain trust
- Self-starter; demonstrated ability to meet deadlines with minimal supervision
- Excellent oral and written communication and interpersonal skills; professional, direct and effective communicator across levels and cultures
- Demonstrated ability to multi-task and prioritize effectively and efficiently
- Detail-oriented and results-driven
- Strong project management and organizational skills
- Demonstrated success working in fast-paced, rapidly changing team-based environment
- Proficiency with Powerpoint, MS Word, Excel required. Experience with file-sharing or project management software a plus
- Experience coordinating across remote offices and time zones a plus
- Passionate about international development; experience in the water and sanitation sector a plus
- Willing to work schedule that accommodates time zone differences of executives
- Ability to travel domestically or internationally, though likely less than 10% of time

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development. No relocation will be provided.

Application Information

Please go to <http://careers.water.org/applynow> to apply. Resumes will be reviewed as they are received.

NO PHONE CALLS PLEASE.

Deadline: None. Position open until filled.

Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief, or sexual orientation.