



OPEN POSITION ANNOUNCEMENT

Water For People is a global nonprofit working across nine countries, bringing together communities, local entrepreneurs, and governments to build and maintain water and sanitation services that will last. We have a sustainable solution to end the global water and sanitation crisis, and our employees across the world help drive this solution.

Water For People is currently recruiting for the position of **Executive Assistant to the CEO & Special Projects Coordinator**. The Executive Assistant to the CEO & Special Projects Coordinator will work closely with the Senior Leadership Team (SLT) during an exciting period of growth. The Executive Assistant to the CEO & Special Projects Coordinator will provide support to the SLT across various initiatives, including calendar and time management, supporting the organization's Board of Directors, and coordination of special projects with the CEO. This role will use strong relationship management and project management skills to connect the dots on communications efforts within the organization and ensure exceptional delivery. The role will be instrumental in ensuring consistent and clear communication between the SLT and the Board of Directors while representing the Office of the CEO. This role reports directly to the CEO and Chief People Officer and is based out of our office in Denver.

ESSENTIAL JOB FUNCTIONS AND DUTIES:

Support the SLT and Board of Directors

- Provide general administrative support to the SLT as needed, which can include coordinating the SLT team meetings, planning team-wide events, scheduling individual meetings, and booking travel
- Set-up AV systems for the SLT meetings, prepare agenda, and record minutes and action items
- Provide logistical support for regular organization-wide team meetings, Board meetings, and office/organizational events
- Collaborate with the Internal Communications Coordinator by providing key executive communications messages from the CEO and the SLT
 - The intent is to promote a culture of transparency and ensuring all employees are aware of key internal decisions and communications from the SLT
- Prepare draft executive communications from the CEO and SLT with content tailored to various audiences
- Support administration and logistics in the management of the Board of Directors, managing the scheduling of quarterly board meetings, committee meetings, and other meetings or calls as needed
- Organize all Board events including supporting logistics for Board member travel
- Assist in convening and planning internal and external meetings, including support with all aspects of convening the meetings

For the CEO

- Own CEO's calendar, ensuring time is allocated in accordance with organizational priorities

- Provide general administrative support, including scheduling travel, managing expenses and executive budget, submitting expense reports, and other duties as required
- Leverage the CEO's time by ensuring excellent advance preparation and diligent follow-up for all meetings, internally and externally
- Anticipate the CEO's needs and prepare materials in advance
- Proactively analyze the CEO's use of time on an ongoing basis and identify opportunities to increase efficiency & effectiveness
- Prioritize and act on all inbound correspondence to the CEO; draft and send responses as appropriate
- Prepare draft presentations, speeches, and thought leadership pieces for the CEO; represent the voice of the CEO

Special Projects

- Engage in research projects, as needed, to support C-Suite initiatives
- Serve as the primary point of contact and manage key strategic special projects, including working with other departments to plan, budget, and oversee specific projects to reach goals and deadlines
- Use project management skills and tools to bridge between upper management and the teams tasked with the actual execution of the project
- Report regularly on the progress of the project to ensure that it is staying on the approved schedule and within budget
- Track projects progress and follow up with the various involved stakeholders to ensure established goals are met
- Assist the team with project best practices, techniques, and tools for project planning, execution, project management, ongoing milestone/deliverable tracking, communication, and key performance metrics
- Support the CEO in researching, prioritizing, and engaging in external public speaking activities
- Develop content for CEO speaking opportunities, publications, blogs, and social media

BEHAVIORS AND COMPETENCIES:

- **Connects to the Mission** – embraces the mission of Water For People and is passionate about advancing the dynamic role it plays leading social impact in international development
- **Demonstrates Ethics and Integrity** – understands ethical behavior and business practices and ensures that own behavior is consistent with these standards and aligns with the values of the organization
- **Demonstrates Cultural Awareness** – shows empathy, a high comfort level in the developing world, and unquestionable integrity; able to engage the wide range of stakeholders from a variety of backgrounds and cultures
- **Connects with Others** – demonstrates exceptional communications and interpersonal skills, exceptional networker, key influencer, and be comfortable representing Water For People across a wide variety of audiences
- **Action-oriented** – has an unwavering commitment to delivering quality work products
- **Manages through Ambiguity** - Demonstrates flexibility and adaptability in responding to change and ambiguity
- **Self-confident** - Handles tough questions or critique in a professional manner assuming the best intentions; open to feedback and coaching

QUALIFICATIONS, KNOWLEDGE, & SKILLS REQUIRED:

- Bachelor's degree in Communications or a related field, or equivalent experience, required
- At least 8 years of related work experience and a minimum of 3 years of Executive Assistant/C-Suite experience
- Experience supporting Board of Directors preferred
- Project management experience required; PMP certified preferred
- Spanish proficiency is preferred
- Outstanding written and verbal communication skills; minute taking experience required
- Strong analytical skills
- Advanced skills in the use of Microsoft Office 365 programs (Outlook, Skype for Business, Excel, Word, PowerPoint and Visio)
- Ability to take initiative and work independently
- Knowledge of low- and middle-income countries desired
- A high level of curiosity about international development and social change and passion for improving the lives of people in low- and middle-income countries
- Ability to handle multiple, complex, "priority" projects simultaneously and meet established deadlines
- Ability to make judgments "on the fly" that are reflective of Water For People's values and vision and help reach organizational goals
- Ability to stay calm under pressure and be nimble on occasions where last-minute changes occur
- Must use a high level of discretion in resolving problems within the C-Suite and throughout Water For People and maintain the highest level of confidentiality

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to travel <10% of the time domestically and internationally to low- and middle-income countries where travel is rugged
- Open office environment
- This position is based at Water For People Headquarters in Denver, Colorado

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Contact and Further Information:

If you are both qualified and Water For People interests you, please visit our [Career Center](#) and apply with your resume and cover letter to this position. Please no phone calls or in-person inquiries.

Deadline for submitting your application is **5 pm, MT, Friday, May 24.**

This is an exempt, full time position with a comprehensive benefits package. Salary is competitive and commensurate with level of experience. Only shortlisted candidates will be contacted.

Water For People cannot provide immigration sponsorship for this position.

Perks of working at our office space which is located at I-25 and Broadway:

- Employer-paid parking

- Walking distance from I-25 and Broadway RTD station
- Food trucks outside the office daily
- Dog friendly workplace