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 Marketing and Communications Assistant. The Marketing and Communications Assistant supports activities that help strengthen the Water For People brand, grow and engage various audiences, and connect donors to Water For People through creative writing and content development, social media outreach, campaigns, and support to corporate partners. The Marketing and Communications Assistant must love social media and understand the role it plays in effective branding and marketing. Must also be a skilled creative writer with a passion for storytelling. The Marketing and Communications Assistant will work closely with the Marketing and Communications, Business Development, and Global Programs teams to capture and tell the most important stories of inspiration and impact.

ESSENTIAL JOB FUNCTIONS AND DUTIES:

Creative Writing

- Serves as the Marketing and Communication team’s creative writer for website content, fundraising appeals, stories, Annual Report, strategic documentation, blog posts, social media, emails, and more
- Creates multimedia content that educates, inspires, and drives traffic and audience engagement
- Adheres to the Water For People brand “voice” and guides others to write in a similar tone
- Maintains and communicates Water For People’s “Style Guide,” which documents the brand “voice”
- Builds capacity of global team to collect and tell stories that resonate with organization’s audiences, suggesting interview questions, providing best practices, and offering editorial feedback
- Reviews and proofreads external presentations and articles to be published in the water and sanitation sector, ensuring organizational voice and brand consistency

Social Media Content Creation and Coordination

- Collaborates with Marketing and Communications team to develop digital and social media content that enhances the Water For People brand and positions the organization as a collaborative leader in the WASH sector
- Adheres to social media calendar and posts/traffics messages through multiple simultaneous networks, maintaining a high quality of postings along with high post frequency to optimize engagement of various social media audiences
- Adapts written content for digital posts
- Is the face of Water For People’s “customer service” via social media, by providing front line response to inquiries and requests across all channels and trafficking them to the appropriate departments
• Monitors and coordinates responses to public and private messages

**Marketing and Communications Support**

• Supports Marketing and Communications team with all aspects of donor-related communications, fundraising campaigns, and written/visual content planning and delivery
• Assists the Marketing and Communication team with the delivery of automated and scheduled external email messages, and tracks results
• Assists the Marketing and Communications team with uploading content to the website
• Coordinates vendor expenses for the Marketing and Communications department, entering invoices into NetSuite
• Assists the department in ensuring brand quality, consistency, and alignment – through messaging and visual communication -- across all country offices and Denver
• Provides support for other tasks and special projects as necessary

**BEHAVIORS AND COMPETENCIES**

• **Connect to Mission** – Understands and embraces the mission of Water For People; works to connect day to day tasks to mission; can explain Water For People’s purpose
• **Manage through Ambiguity** – Recognizes problems or opportunities when they arise and acts to resolve; readily formulate multiple solutions through problem or issue analysis; is comfortable making and defending recommendations
• **Demonstrate Cultural Awareness** – Demonstrates a global mindset; value cultural differences and takes into consideration in any given situation; moves easily between people from different backgrounds and cultures; can work outside comfort zone
• **Action-oriented** – Recognizes additional actions that will improve quality or facilitate achievement of outcomes; does not hesitate to do more than expected, but may overextend; sees opportunities beyond job description and recognize those they can handle and those that require higher level input; thinks outside the box, anticipates how actions affect the team
• **Sense of Team** – Builds effective working relationships at all levels of the organization; aligns own behavior with the needs or priorities of the team; promotes teamwork among groups; discourages “us versus them” thinking; knows and considers the capabilities of coworkers

**QUALIFICATIONS, KNOWLEDGE & SKILLS:**

• Bachelor’s degree in marketing, communications, or related field; or equivalent work experience
• 1-2 years’ relevant experience in marketing, communications, or related field
• Exemplary written communications skills, including copywriting and editing
• Ability to work with rough, unedited content and transform materials into engaging, compelling written content for varied audiences
• Knowledge of various digital marketing platforms and best-practices for utilization.
• Proven experience managing social media accounts across multiple platforms (includes writing, scheduling, and analyzing)
• Experience using content management systems and platforms
• Strong attention to detail
• Visual communication skills – basic photo and video editing, preferably in Adobe Suite, preferred
• Strong organization and task management skills
- Familiarity with WordPress and HTML preferred
- Strong interpersonal skills
- Quick learner who enjoys staying up-to-date on digital marketing and social media trends
- Oral and written Spanish proficiency a plus

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:
- Ability to travel 5-10% of the time domestically and internationally to low- to 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 to this position with your resume, cover letter, and a creative writing sample. Writing sample can be an essay, blog, or creative story, with a 3-paragraph minimum. Please see these stories of impact for inspiration. Please no phone calls or in-person inquiries.

Deadline for submitting your application is 5 pm MDT, Wednesday, July 1st.

This is a nonexempt, full time position with a comprehensive benefits package. Salary range is $15.00 - $18.00 per hour. 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