



Administrative and Operations Associate

The US Water Alliance is recruiting a resourceful, forward-thinking, administrative professional to provide daily administrative and operations support to a team of innovative One Water champions leading efforts to educate the nation on the true value of water and accelerating approaches to water management that build strong economies, vibrant communities, and healthy environments.

About the US Water Alliance

Founded in 2008, the US Water Alliance advances policies and programs that build a sustainable water future for all. Our members and partners include water utilities, public officials, community leaders, environmental organizations, business leaders, agricultural interests, community leaders, policy organizations, and more. A nationally recognized nonprofit organization, the US Water Alliance brings together diverse interests to identify and advance common-ground, achievable solutions to our nation's most pressing water challenges. We:

- **Educate the nation about the true value of water and the need for investment in water systems.** Our innovative approaches to building public and political will, best-in-class communications tools, high-impact events, media coverage, and publications are educating and inspiring the nation about how water is essential and in need of investment.
- **Accelerate the adoption of One Water policies and programs that effectively manage water resources and advance a better quality of life for all.** As an honest broker and action catalyst, we convene diverse interests to identify and advance practical, achievable solutions to our nation's most pressing water challenges. We do this through our strategic initiatives and our One Water Hub, which offer high-quality opportunities for knowledge-building and peer exchange. We develop forward-looking and inclusive water policies and programs, and we build coalitions that will change the face of water management for decades to come.
- **Celebrate what works in innovative water management.** We shine a light on groundbreaking work through storytelling, analysis of successful approaches, and special recognition programs that demonstrate how water leaders are building stronger communities and a stronger America.

The US Water Alliance has office space in Oakland, CA, as well as key staff located across the United States. For more information, please visit our [website](#).

Position Overview

Reporting to the Director of Operations and Events, the Administrative and Operations Associate will support the CEO, VP of Programs and Strategy, and Board of Directors by managing complex calendars, planning meetings across multiple time zones, coordinating travel, documenting meeting minutes, and

completing administrative tasks with accuracy and efficiency. The Administrative and Operations Associate is an innovative problem-solver with high standards for professional communication and discretion who works well in a fast-paced group setting and as an individual contributor.

Key responsibilities include but are not limited to:

- . Serving the CEO and VP of Programs and Strategy by coordinating meetings, managing calendars, and occasionally documenting meeting minutes and outcomes.
- . Coordinating CEO and VP of Programs and Strategy’s travel arrangements and registration for meetings by providing agendas, travel itineraries, directions, and pertinent meeting information.
- . Managing complex calendars and scheduling with multiple partners and stakeholders providing technical assistance where needed.
- . Composing letters and memoranda in response to incoming mail or calls (writes on behalf of CEO); edits emails and other documents as needed.
- . As assigned, coordinating virtual and in-person meetings, including all Board of Director meetings and events, including travel, accommodations, meals, and resource logistics.
 - o Prepare and distribute Board and committee meeting packets
 - o Assist with business meeting logistics
- . Assisting CEO, VP of Programs and Strategy, and Director of Events and Operations with processing of invoices and expense reporting, electronic document filing, and travel claims.
- . Managing and supporting grants and contracts requirement and implementation.
- . Fulfilling requests for information from organization leaders, members, and external stakeholders.
- . Assisting with membership drives and updating the membership database.
- . Participating in conference preparations including creating forms and program information, preparing marketing materials, and compiling packets.
- . Assisting with preparation of presentations/speaking engagements delivered by the CEO and VP of Programs and Strategy.
- . Assisting in the coordination, control, and completion of special projects as requested by the CEO, VP of Programs and Strategy, and Director of Events and Operations.
- . Perform other job-related duties as assigned.

Qualifications/Skills

- . 5+ years related clerical, administrative, and accounting experience
- . Associate degree or equivalency with two additional years of related experience
- . Proficiency using MS Office
- . Ability to handle complex administrative tasks independently while keeping key stakeholders informed
- . Ability to balance team and individual responsibilities and support others’ efforts to succeed
- . Ability to function in a fast-paced environment, make simultaneous progress on multiple tasks, and meet deadlines

- . Impeccable organizational ability and attention to detail, with exceptional written and oral communication skills
- . Demonstrated integrity and discretion while working under pressure with sensitive information

Preferred Qualifications

- . Bachelor's degree in business administration, communications, or closely related field
- . Experience providing administrative support to C-suite executives and board of directors in nonprofit organizations
- . Proven ability to take initiative, anticipate needs, and exercise sound judgment
- . Experience working across lines of difference and strong personal commitment to diversity, equity, and inclusion
- . Attention to detail and high standards of work quality

Ability to:

- . Communicate and establish effective working relationships with all levels within the organization and interact effectively with co-workers, members, and other stakeholders
- . Make independent decisions following standard policies and procedures and to work independently with limited supervision while exercising good judgment on conferring with others
- . Exercise initiative, be creative and resourceful

Experience with:

- . Microsoft Office Suite
- . QuickBooks
- . Salesforce
- . Virtual Meeting Platforms (MS Teams, Zoom, etc.)
- . Social media platform(s)

What you bring to this role

- . Willingness to take on new challenges and seek out opportunities to improve business operations
- . Ability to develop valuable relationships with executives, directors, industry partners, team members, and other internal and external stakeholders, delivering first-class customer service in every interaction
- . Strong planning skills and an appreciation for mission-driven work
- . Curiosity, flexibility, an eagerness to learn and grow, and a desire to be truly helpful to your leaders and co-workers, taking the initiative and going the extra mile without being asked

Compensation and Location

In addition to a competitive salary that is commensurate with experience and in line with the organization's budget, the US Water Alliance offers an excellent benefits package that includes paid vacation, health, vision, and dental insurance, and a 401(k) retirement plan. Qualified candidates will

be considered regardless of location. While most work is performed remotely, some travel may be required for occasional on-site events and gatherings.

To Apply

Please send your CV/resume and a cover letter to hr@uswateralliance.org with “Application: Administrative and Operations Associate” in the subject line.

The US Water Alliance is committed to building and maintaining a diverse staff and a welcoming workplace for all.