Climate Action Program Coordinator

The US Water Alliance is recruiting a detail-oriented and resourceful Program Coordinator to provide administrative, project management, and program support for our Climate Action program, which advances climate solutions and promotes resiliency, adaptation, and mitigation outcomes across the water sector.

*If you’re excited about this role and our mission, we encourage you to apply even if you don’t believe you meet every single requirement or qualification in this job description!*

About the US Water Alliance

The US Water Alliance advances policies and programs to secure a sustainable water future for all. Established in 2008, the Alliance is a nonprofit organization that brings together diverse interests to identify and advance common-ground, achievable solutions to our nation’s most pressing water challenges. Our members and partners include community leaders, water providers, public officials, business leaders, environmental organizations, policy organizations, and more. We:

- **Educate the nation** about the true value of water, water equity, 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 principles and solutions** 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 programs such as our Water Equity Network, Equitable Infrastructure Initiative, and One Water Hub, which offer high-quality opportunities for adoption of best practices, 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.

For more information, please visit our website at: [www.uswateralliance.org](http://www.uswateralliance.org)
Position Overview
Reporting to the Director of Climate Action, the Program Coordinator will carry out a variety of program support functions to ensure the efficient and effective delivery of the program’s projects and initiatives. Among other attributes, the ideal candidate is proactive, detail-oriented, organized, and a strong collaborator. The position requires occasional travel for in-person staff retreats and other events.

What You’ll Do
• Schedule, support, and attend key meetings; assist with agenda preparation; find suitable meeting times and send invitations; help prepare and distribute presentations and materials; take notes; prepare and distribute meeting summaries; track follow-up items.
• Provide support for both virtual and in-person events (e.g., workshops, conference sessions, webinars, virtual calls, etc.) including tasks such as assisting with meeting design, arranging and managing event logistics, liaising with attendees, troubleshooting technical and non-technical issues, and coordinating post-event follow up.
• Maintain programmatic file sharing systems and ensure proper document retention including organizing and categorizing files and managing version control to facilitate efficient collaboration and secure storage of documents.
• Perform basic programmatic budgeting, fiscal management, and contract management activities.
• Capture, synthesize, and organize information and knowledge generated through program activities, support research efforts, and compile reference materials as needed.
• Provide fundamental project management tasks such as corresponding with internal and external partners to coordinate project activities, monitoring project schedules and milestones, and assisting with project reporting and updates.
• Assist with outlining and drafting written content and presentations and help ensure the quality and accuracy of communication materials through proofreading, editing, and coordinating with Communications staff and consultants.
• Assist in the development and maintenance of programmatic work plans and project schedules including tracking major milestones, deliverables, and grant proposal and reporting deadlines.
• Support program-related relationship management systems (e.g., Salesforce) and other software as directed.
• Interact with Alliance members and partners in a way that is helpful, friendly, and professional.

What you bring to this role
Education and Experience
Required
• Bachelor’s degree in relevant fields of study such as business administration, communications, environmental studies, nonprofit management, or public administration
• At least four (4) years of professional experience performing similar duties. Prior experience working in the water sector, a public agency, or NGO is a plus.

Desired
• Academic or professional background in climate mitigation and adaptation, sustainability, or environmental, social, and corporate governance (ESG) in water or related sector.
Abilities

- Knowledge and familiarity with US Water Alliance mission and programmatic priorities
- High-level proficiency using Microsoft Office, virtual meeting and facilitation software, and file management platforms; direct experience using project management and CRM software a plus
- Outstanding organizational skills and attention to detail with the ability to coordinate and prioritize multiple concurrent workstreams
- Excellent written and verbal communication skills
- Exceptional time management and basic project management skills to support program delivery
- Basic knowledge of programmatic budgeting, fiscal management, and contract management
- Exceptional interpersonal skills with demonstrated capability of collaborating and interfacing with diverse stakeholders in a responsive, professional, and courteous manner

Mindset

- Ability to learn quickly, adapt to changing priorities, independently prioritize tasks, and exercise sound judgment to identify and solve problems—acting within the broader program goals to ensure efficient workflow and successful outcomes
- Ability to maintain a positive, graceful, and professional demeanor while demonstrating passion and integrity in pursuit of the US Water Alliance’s mission
- Flexible and entrepreneurial with the ability to work in a fast-paced environment
- Commitment to providing high-quality work

Compensation and Location

In addition to a competitive salary of $60,000 – $80,000 (commensurate with experience), the US Water Alliance offers an excellent benefits package that includes paid vacation, health, vision, dental insurance, and a 401(k)-retirement plan. Qualified candidates will be considered regardless of location. While most work is performed remotely, travel will be required for occasional on-site events, gatherings, and program and/or development needs.

To Apply

Please send your CV/resume, cover letter, and an original writing sample to hr@uswateralliance.org with “Application: Climate Action Program Coordinator” in the subject line. Applicant materials will be accepted through August 21, 2023.

What to Expect

We’ll review your application materials for experience, knowledge, and abilities required to successfully perform the job. Only those selected to advance in this process will be contacted for an interview. Candidates must possess current and valid US Work Authorization and be eligible to work for any US employer without sponsorship.

As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check.

The US Water Alliance is an equal opportunity employer committed to building and maintaining a diverse staff and a welcoming workplace for all. Applicants will be considered for employment without attention
to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

If you require assistance due to a disability in the application or recruitment process, please submit a request to hr@uswateralliance.org.