



## Water Equity Network Program Associate

The US Water Alliance is recruiting a resourceful, forward-thinking Program Associate to provide administrative and logistical support for the organization's Water Equity Network—a growing, national community of practice of water utilities and cross-sector partners seeking to advance an equitable water future in their communities. This action-focused network connects water utilities, community-based organizations, philanthropy, and private-sector partners to advance equitable water management practices across the country. Anchored by over 50 water utilities, the network leverages peer exchanges, trainings, regional and national convenings, and coaching to support authentic community partnerships and advance the co-creation of local, cross-sector water equity practices. The network focuses on both internal organizational development as well as cross-sector partnerships to explore solutions to disparate impacts of water management on lower-income people, Communities of Color, and other historically underserved people.

The Program Associate will be an important difference-maker who will provide critical 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 equitable water management that build strong economies, vibrant communities, and healthy environments.

*If you're excited about this role and our vision, 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 is a member-supported national nonprofit that aligns diverse stakeholders to develop common ground and transformational solutions to our nation's most pressing water challenges. Our nearly 200 members and partners include utilities, public agencies, community organizations, engineering and technology firms, environmental groups, agricultural interests, labor unions, researchers, artists and culture bearers, and many others. We:

**Educate** the nation on the true value of water and engage an expanding base of One Water champions through mutual discovery, learning, and communications.

**Initiate** new approaches and solutions to our most pressing water challenges, leveraging powerful partnerships, authentic engagement, and cultural strategies to advance One Water solutions.

**Accelerate** the adoption and scaling of the mindset, practices, and policies behind the One Water approach to advance a better quality of life for all.

**Celebrate** what works to advance the One Water movement and solutions to inspire and spread innovation in water system transformation.

For more information, please visit our website at [www.uswateralliance.org](http://www.uswateralliance.org).

## Position Overview

Reporting to the Senior Program Manager of the Water Equity Network, the Program Associate will carry out a variety of program support functions to ensure the efficient and effective delivery of the program's projects and initiatives.

## What You'll Do

The core functions of this role include (but are not limited to):

- Providing logistical and administrative support for all activities of the Water Equity Network. Schedule, attend, and take notes at key meetings (e.g., network onboarding, Institutes, convenings, and monthly office hours).
- Providing event logistics support in partnership with both program and operations staff. This is needed for both virtual and in-person meetings (e.g., virtual facilitation, coordinating with venues and vendors, supporting partners with travel and lodging coordination).
- Supporting program-related relationship management systems (e.g., Salesforce) and other software as directed.
- Maintaining programmatic file sharing systems and ensuring proper document retention.
- Collecting and synthesizing content for all Water Equity Network communications.
- Assisting with outlining and drafting communications to key stakeholders through presentations, blogs, emails, agendas, or other resources as requested.
- Providing high-quality member engagement when interacting with any Alliance member or partner.
- Providing research and data collection support.
- Supporting Water Equity Network staff on project logistics.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with advance notice. The position may also change direct reports at the discretion of management.

## What you bring to this role

### Education and Experience

#### *Required*

- Bachelor's degree in a related field and two or more years of logistical and administrative support experience **or** five or more years of logistical and administrative support experience, preferably in a related field, which can include the water or environmental sector, public policy, economics, or a related science or social science field.

#### *Experience with the Following Software/Technology*

- Microsoft Office Suite: Excel, Word, PowerPoint, Outlook, and Teams
- File management platforms (e.g., Box and SharePoint)
- Virtual meeting platforms such as Zoom, Microsoft Teams, or GoTo Webinar

### *Desired*

- Experience with or willingness to learn virtual facilitation technologies (e.g., Mural or Miro)
- Experience helping teams accomplish shared goals
- Experience with or willingness to learn website content management and relationship management platforms such as Salesforce

### Abilities

- Demonstrated capacity for critical, independent, and creative thinking
- Exceptional interpersonal skills; competency in interfacing with members and partners from diverse backgrounds and persuasions in a responsive, professional, and courteous manner
- Highly organized
- Excellent writing and verbal communication skills
- Proficient data aggregation and interpretation skills
- Ability to coordinate multiple concurrent workstreams and meet tight deadlines
- Ability to adapt to new and changing priorities, information, and challenges
- Strong follow-through, attention to detail, and a willingness to learn

### Mindset

- Flexible and entrepreneurial with the ability to work in a fast-paced environment
- Integrity, positive attitude, and passion for the Alliance's mission, vision, and values
- Team-oriented and responsive
- Commitment to providing high-quality work

### **Compensation and Location**

In addition to a competitive salary of \$40,000 – \$70,000\*, the US Water Alliance offers an excellent benefits package that includes paid vacation, health, vision, and dental insurance, as well as 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.

\*The actual salary offer will carefully consider a wide range of factors, including skills, qualifications, education, training, experience, and internal equity.

### **To Apply**

Please send your CV/resume and cover letter to [hr@uswateralliance.org](mailto:hr@uswateralliance.org) with "Application: Water Equity Program Associate" in the subject line. **Applicant materials will be accepted through May 4, 2025.**

### **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 an accessibility issue in the application or recruitment process, please submit a request to [hr@uswateralliance.org](mailto:hr@uswateralliance.org).*