



POSITION ANNOUNCEMENT

Position Title: International Programs Special Projects Associate
Category: Full-time position
Reports to: Director, International Programs
Location: Kansas City, MO
Closing Date: June 27, 2014

About Water.org

780 million people – about one in nine – lack access to safe water; 2.5 billion people lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For more than 20 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed millions of lives in Africa, Asia, Latin America, and the Caribbean by providing access to safe water and sanitation. Learn more at www.Water.org

Position Summary

We seek a smart, motivated, adaptive individual who will work on the International Programs (IP) team as a Special Projects Associate. This entry-level position will support the International Programs team as it executes its water and sanitation implementation activities, expands the scale of its operations, monitors and evaluates the outcomes and impact of its endeavors, advances learning in the international development sector, and advocates to remove barriers that prohibit everyone in the world from obtaining improved water and sanitation. The International Programs Special Projects Associate position will be based alongside other members of the IP team at our headquarters in Kansas City, MO. S/he will report to the Director of International Programs, and will work with other members of the Water.org team in Bangladesh, India, Indonesia, Kenya, Peru, and the U.S.

Key Responsibilities

The IP Special Projects Associate will work on projects as directed by the Director of International Programs as the International Programs team strives to scale, improve, and enhance its work. An illustrative, although not comprehensive, list of responsibilities appears below:

- Conduct research pertaining to the water and sanitation arena and parallels between our work and those of others outside of the WASH space
- Prepare training and other educational materials for new staff members
- Contribute to briefing materials pertaining to country visits by Water.org team members
- Support international HR office functions, including gathering materials related to registration and reporting, supporting local recruitment, facilitating local banking linkages, and coordinating development of more formal suite of operational manuals for foreign offices
- Manage and contribute information pertaining to conferences and other speaking engagements
- Coordinate IP-related inquiries from external parties



- Assist in organizing IP-related information materials and server
- Assist other IP team members with some of their duties during peak periods

Requirements

- Bachelor's degree in a field related to international development
- At least 1-2 years of experience in a professional office environment
- Computer literacy, including basic MS Office packages
- Must be authorized to work legally in the United States

Skills and Capacities

- Demonstrated record of outstanding academic achievement
- Ability to work flexibly and independently on tasks specified by supervisor
- Capacity to conduct exploratory research with intent to provide documentation and initial sets of recommendations
- Excellent oral and written communication skills
- Familiarity with project management frameworks
- Ability to work on multiple assignments with different sets of stakeholders
- Ability to work within a team environment spread across multiple locations
- Awareness of water/sanitation issues in less developed countries
- Capacity to work professionally with people from different cultures
- Willingness to travel occasionally to Water.org locations and places of interest

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development. No relocation will be provided.

Application Information

Please visit water.org/about/careers/ to apply. Please title your attachments with Lastname, Firstname. Resumés will be reviewed as they are received.

NO PHONE CALLS PLEASE

Deadline: June 27, 2014

Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief or sexual orientation.

Thank you for your interest in Water.org!