

POSITION ANNOUNCEMENT

Position title: **Coordinator, Global Advocacy**
Category: **Non-exempt**
Reports to: **Senior Manager Global Advocacy**
Location: **Kansas City, MO**

Introduction

660 million people – about one in ten – lack access to safe water. More than twice that many, 2.4 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global non-profit based in Kansas City, Missouri working to ensure safe water and sanitation for all. We go beyond traditional approaches to safe water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org has impacted more than 3 million lives and transformed thousands of communities in Africa, South Asia, and Latin America. Learn more at <http://water.org/>

Summary

The Coordinator, Global Advocacy performs general support for the Global Advocacy team and works closely with specific members of the small but growing Global Advocacy team to perform various functions of the role. This role includes a range of responsibilities and requires a strong analytical ability as well as the ability to manage competing priorities, effective communication skills, and ability to learn while executing. The candidate must thrive in an environment where he/she is expected to be highly proactive, extremely organized and assertive. Daily duties will include scheduling support for the team and the development of internal and external materials. This is a new role and flexibility will be expected as the role evolves.

Key Responsibilities

50% Public Affairs and Communications

- Supports content development for Global Advocacy section of the Water.org website
- Curates the website's media section
- Reports internally on weekly press exposure
- Fields inbound media and speaking requests, elevates as needed
- Maintains media contact database
- Categorizes and dates source information used to inform publications and pitches
- Tracks what we have pitched to whom, for what purpose and when
- Develops materials packages from content provided by Public Affairs Manager or other citable sources
- Provides technical support for webinars
- Provides background research for events, awards, potential partners, attendee lists, media requests and speaking opportunities

30% Administration

- Manages meeting calendars for the Global Advocacy team
- Manages reporting calendar; collates and formats internal reports
- Attends departmental and external meetings tracking action items and reporting back to the team (requires some flexibility in hours)
- Collates team member inputs for preparation of reports and presentations
- Creates and maintains a sophisticated relationship database for Global Advocacy based on geographic location
- Performs general correspondence using US and electronic mail

- Manages a schedule of touch points for Global Advocacy relationships including holiday cards

20% Special Projects

- Supports Director with special projects
- Provides support for events and forums
- Researches for the purpose of benchmarking

Skills and Competencies

Individual Contributor

- Customer Focus – Builds strong customer relationships and delivering customer-centric solutions
- Nimble Learning – Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder
- Drives Results – Consistently achieving results, even under tough circumstances
- Collaborates – Building partnerships and working collaboratively with others to meet shared objectives
- Self-Development – Actively seeking new ways to grow and be challenged using both formal and informal development channels
- Optimizes Work Processes – Knowing the most effective and efficient processes to get thing done, with a focus on continuous improvement
- Manages Ambiguity – operating effectively, even when things are not certain or the way forward is not clear
- Instills Trust – Gaining the confidence and trust of others through honesty, integrity, and authenticity
- Financial Stewardship - Demonstrates fiscally responsible decision making as applicable to one's role
- Communicates effectively by developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- Adapting approach and demeanor in real time to match the shifting demands of different situations
- Skilled in clear presentation of complex ideas and information
- Ability to maintain a high level of accuracy in preparing and entering information
- A passion for learning more about and supporting the Water.org mission
- Demonstrates resourcefulness by securing and deploying resources effectively and efficiently

Qualifications

- High school degree or equivalent, Bachelor's degree preferred
- Minimum of 3 years' related experience
- Background in development, public affairs, media or advocacy a plus
- Experience in supporting a team
- Proficiency in Microsoft Word, Excel, and Outlook
- Intermediate to advanced skills in PowerPoint and Adobe
- Comfortable scheduling in multiple time zones
- Knowledge of virtual meeting software preferred
- Strong research skills and data-driven thinker

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for merit and 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.

Application Information

Please apply at <http://water.org/about/careers/>. Please title your attachments with lastname, firstname. Submissions will be reviewed as they are received.

PLEASE DO NOT CONTACT US FOR STATUS UPDATES.

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