



Job Announcement

Job title: Executive Assistant

Organizational overview: Waterkeeper Alliance is a global environmental organization uniting more than 190 Waterkeeper organizations around the world and focusing citizen advocacy on the issues that affect our waterways, from pollution to climate change. Waterkeepers patrol more than 100,000 miles of rivers, streams and coastlines in the Americas, Europe, Australia, Asia and Africa. Waterkeeper Alliance ensures that the world's Waterkeepers are as connected to each other as they are to their local waters, organizing the fight for clean water into a coordinated global movement. For more information, please visit our website at www.waterkeeper.org, read our magazine, *WATERKEEPER*, or *The Riverkeepers* by John Cronin and Robert F. Kennedy, Jr.

Position Description: The Executive Assistant's primary responsibility is to assist and support the Executive Director (ED) and Deputy Director (DD), to help coordinate the governance structure of Waterkeeper Alliance. The principal duties include:

Executive assistant responsibilities:

- Arrange travel, set up meetings and provide general support to ED & DD;
- Maintain and update the ED & DD schedules and contact lists, as needed;
- Update DonorPerfect with ED & DD's donor interactions;
- Prepare materials and presentations for internal and external meetings;
- Assist ED in tracking and evaluating progress toward WKA strategic plan;
- Research topics and issues, as assigned;
- Proofread and copy edit documents, as assigned;
- Execute general administrative tasks such as filing, copying, faxing, etc;
- Process ED & DD's expense reports, coding for payment; and
- Execute special projects as assigned.

Office operations responsibilities:

- Serve as central point of contact and route phone calls and emails, as necessary;
- Maintain office supply inventory, purchase of supplies and related equipment.
- Oversee the repair and service of office equipment;
- Maintain an organized system for retaining documents both electronically and in hard copy;
- Serve as back up resource for Operations Manager and Development Associate during vacations and other busy periods where additional help is required;
- Organize occasional group travel (i.e. staff travel to annual conference).

Location: Irvington, NY

Job type: full time

Compensation: Competitive non-profit salary, commensurate with experience; benefits included

Start date: ASAP

Qualifications: candidate should have strong communication and organizational skills. Competence in Word, Excel, Outlook, PowerPoint and internet research and applications. Ability to work in Adobe Illustrator, Photoshop or other design programs is a plus. The ideal candidate will be environmentally aware, energetic, well-organized, independent, hard-working, dedicated and reliable.

Applications:

Send cover letter and resume to careers@waterkeeper.org.

Waterkeeper Alliance provides equal employment opportunities to all employees and applicants without regard to race, color, sex, sexual orientation, national origin, age, disability, military status, or status as a Vietnam-era or special disabled veteran.

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