

Programs Specialist

Who We Are:

Water Mission (WM) is a nonprofit Christian engineering organization that designs, builds, and implements safe water, sanitation, and hygiene (WASH) solutions for people in developing countries and disaster areas. Since 2001, Water Mission has used innovative technology and engineering expertise to provide access to safe water for more than 3.6 million people in 55 countries. Water Mission has more than 250 staff members working around the world in permanent country programs located in Africa, Asia, North America, South America, Central America, and the Caribbean. To learn more, visit WaterMission.org.

Position Summary:

Working under direct supervision of the Executive Vice President of Programs and reporting softly to three Program Directors, this position is responsible for Program controls and reporting Program and project performance against success, budgets, and other metrics. This position provides direct support for the NetSuite ERP system, Accounting, Country Programs, and Community Development. The position is based in Charleston, SC, USA with the possibility of up to 2-3 weeks of travel per year in international developing countries.

Position Responsibilities:

- Maintain a strong Christian witness to colleagues, vendors, donors, charitable beneficiaries, and the general public
- Provide administrative and project tracking support to the Executive Vice President of Programs, the Volunteer and Investor Partnerships staff (VIP), and Operations staff, contributing to effective internal communication and efficiency – examples include, but are not limited to:
 - Forecast income, expenses, and assets
 - Review contracts for final content and signature
 - Assist the Project Managers in creating and updating PayApps and invoices
 - Monitor and communicate funding needs, reallocating funding as needed
 - Prepare documents, reports, and letters for Executive Vice President of Programs, VIP staff, and Operations staff
- Create institutional documents, such as fillable PDF's and Visio Flowcharts,
- Coordinate and schedule Programs meetings when needed
- Provide support services for Programs staff, including project impact report creation for client and donor updates and internal publications
- Work closely with the Community Development team and the Project Managers to produce statistical and historical data used in internal and external publications
- Work and communicate in a dynamic, multicultural work environment

- Provide support on an as-needed basis to cover a variety of Programs functions to include grant writing, analyzing metrics between country programs, and reviewing system rollouts for functionality
- Gain an advanced level of knowledge on Water Mission systems and standard operating procedures to train HQ and field staff
- Create documentation on Programs procedures
- Serve as a liaison between Rotary, other NGOs, and government contacts as needed

Qualifications Required:

- Committed Christian who has an active relationship with Jesus Christ
- Bachelor's degree in Business Administration, Program Management, or related fields
- 2+ years of experience required
- Prefer advanced understanding of accounting principles (although not required, a finance degree is beneficial)
- Previous work experience in quality control, project management, or admin support preferred
- Ability to quickly assess a work environment, learn new concepts, and independently gather key ideas and details
- Ability to prioritize multiple tasks directed from the Executive Vice President of Programs and multiple Program Directors, efficiently fulfilling each task given in a timely manner
- Familiarity with database utilization, data visualization, the ERP system, Acrobat, and SharePoint
- Ability to enthusiastically take on new challenges and areas of growth when needed
- Proficiency in Microsoft Office software especially Word, Excel, and PowerPoint
- Excellent oral and written communication skills
- Willingness to represent Water Mission with dignity, maturity, and initiative at the highest levels
- Ability to be a team player, work closely with the Project Managers, and act as a resource to staff in HQ and around the world

Competencies:

- Attention to Detail
- Independent and Flexible
- Quality Control
- Analytical thinking
- Initiative

Interested, qualified applicants should apply at: <https://watermission.org/get-involved/join-our-team/careers/>