Administrative Programs Specialist, GWC

Who is Water Mission?
Water Mission is a rapidly growing Christian engineering nonprofit working to end the global water crisis by building safe water, sanitation, and hygiene solutions in developing nations and disaster areas. Guided by love, excellence, and integrity, we are driven to share clean, safe water and God’s love with all. To date, we have served more than 5 million people in 56 countries. Working at Water Mission is as much a calling as it is a career, and we are searching for people with the courage, passion, and drive to help us change the world.

What is the opportunity?
The Administrative Programs Specialist, GWC reports directly to the Executive Director of the Global Water Center and plays a vital role in bringing a superior level of organization, project management, and service to the ministry’s development of the Global Water Center.

The Global Water Center is centered on three strategic initiatives:
- Serve as a catalyst to develop a global consortium of organizations, individuals, and government agencies engaged in safe water projects around the world
- Provide an inspiring interactive learning experience that will increase the number of organizations implementing safe water solutions from hundreds to thousands
- Equip those organizations with best-in-class systems, processes, procedures, and technologies required to implement sustainable safe water projects

This full-time role reports to the Executive Director of the Global Water Center and performs key administrative and project management functions. The position will also support operational communication needs between Water Mission divisions and partners and the Global Water Center staff. In the first 12 months, a successful Administrative Programs Specialist, GWC will:

- Provide general administrative support, including making travel arrangements, expense reporting, and organizing and filing electronic and paper documents
- Manage the daily calendar of the Executive Director and help prepare for meetings
- Assist with preparing meeting agendas, accurately recording meeting notes, and tracking follow-ups on action steps, as needed
- Assist with forecasting income, expenses, and assets
- Provide administrative and project tracking support to the Executive Director and Global Water Center staff, as needed
- Provide professional and quality communication with ministry partners, including email correspondence, letters, and packaging and shipping materials
- Prepare documents, reports, and letters for Executive Director and Global Water Center staff
- Develop and review program business processes and systems
- Update Raiser’s Edge records and transcribe notes for quality data tracking
- Assist with research and opportunity proposal creation
- Provide project management for Global Water Center initiatives
- Create executive presentations related to communicating the vision and mission of the Global Water Center
• Assist with the planning of special events for prospects and ministry partners related to the Global Water Center; responsibilities may include arranging venues, producing event timelines, managing event budgets, and assisting with other event needs (set-up, implementation, and tear-down)

What is required?
• Personal and growing relationship with Jesus Christ
• Calling to the mission of the Global Water Center
• Bachelor’s Degree preferred
• 3+ years' experience in administrative support, donor relations, program management, business administration, or related fields
• Superior level of communication with experience communicating at an executive level
• Ability to quickly assess a work environment, learn new concepts, and independently gather key ideas and details
• Ability to work independently and effectively with grassroots concepts to produce results
• Ability to prioritize multiple tasks directed from the Executive Director and other Global Water Center staff, efficiently fulfilling each task given in a timely manner
• Familiarity with database utilization, data visualization, and Acrobat
• Ability to enthusiastically take on new challenges and areas of growth when needed
• Comprehensive computer skills, including proficiency in Microsoft Office software like Word, Excel, and PowerPoint
• Keen attention to detail and organizational skills required
• Keyboarding/typing proficiency required
• Excellent oral and written communication skills, as well as a willingness to communicate via phone, video, email, or in person
• Proficiency managing The Raiser’s Edge or other CRM/database preferred
• Ability to thrive in a highly fluid environment and respond to changing requests
• Ability to host all guests and high-level corporate personnel with hospitality and grace

Competencies:
• Attention to Detail
• Independent and Flexible
• Quality Control
• Analytical thinking
• Initiative

Interested, qualified applicants should apply at watermission.org/apply.