**UP, UP AND AWAY**

**Position:** Flagstaff Project Coordinator  
**Level:** Coordinator  
**Education requirements:** High school diploma or equivalent experience  
**Employment type:** Hourly, Full Time  
**Location:** Flagstaff, AZ  
**Compensation:** $20/hr, 30 hrs per week (with option to increase to 40 hrs/week after 3 months)  
**Start Date:** June 30, 2021

**We Are DigDeep**

The DigDeep Right to Water Project is the only WaSH (water, sanitation and hygiene) organization serving the 2.2+ million Americans who still don’t have a tap or a toilet at home.

Founded in Los Angeles in 2012, DigDeep believes access to clean water is a human right. Today, we run several nationally recognized programs that empower communities to build their own water and sanitation systems. We won the 2018 US Water Prize for our Navajo Water Project, which has brought clean, running water to hundreds of Native families across New Mexico, Arizona, and Utah.

DigDeep is deeply committed to diversity, equity, and inclusion. We believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with common purpose. DigDeep is built on the principles of equity, transparency and the power of human experience. Your work will improve the daily lives of real people – people you’re likely to meet. Every American should have the clean, running water they need to thrive. Join us, and we’ll close the US water gap in our lifetimes.

[2019 Annual Report](#)
The Opportunity

The **Project Coordinator** is responsible for supporting day-to-day and long term field staff needs at the Navajo Water Project. Working closely with the Field Engineer and Project Managers, the Project Coordinator is responsible for procuring parts, maintaining inventory, and maintaining DigDeep’s Flagstaff office and warehouse. The Project Coordinator must be able to transition seamlessly between long-term, sustainable water access projects to short-term, emergency relief efforts.

REPORTS TO
Field Engineer

MANAGES
None

SUPPORTS
Program Managers
Research Manager
Operations Manager

Key Responsibilities

This is what you’ll do once you join the team.

- Coordinate operations at Navajo Water Project HQ in Flagstaff; this includes but is not limited to, paying utility bills, organizing mail, answering phones, receiving deliveries, stocking the office, coordinating visitors, property upgrades, repairs, and maintenance.
- Support NWP field staff in various activities; this includes but is not limited to: coordinating and scheduling vehicle maintenance appointments, assist with maintaining internal vehicle database, driving vehicles between auto repair shops and field sites, purchase inventory for the Navajo Water Project, assist field staff in ordering parts and maintaining inventory in satellite warehouses as needed.
- Support the planning and coordination of company activities, training, events, and visits from donors, government officials, and other DigDeep staff; this includes but is not limited to, organizing meals, lodging, and transportation.
- Coordinate operations between Navajo Water Project and LA HQ.
- Support with onboarding new staff members, including: following up on emails, receiving and sending packages, scheduling and confirming meetings, etc.
- Collect and organize project meeting notes; draft memos, take photos, schedule meetings as needed.
- **Assist with maintaining and organizing files in relevant internal, project databases.**
- **Create and maintain excellent hard copy filing and record-keeping system.**
Job Description // Project Coordinator

- Ensure COVID-19 workplace procedures are adhered to, adjusting protocols on an as-needed basis.
- Assist with warehouse redesign and refurbishment project: research and contact contractors, coordinate site visits.
- Develop processes for inventory management across the NWP.
- Upkeep of office appearance and light office cleaning duties including, but not limited: purchasing cleaning supplies, taking out trash, sweeping, dusting, general tidying up, etc.

As the organization continues to evolve, duties or tasks may change without impacting the overall Job Description.

Competencies

- Strong problem-solving and critical thinking skills with a commitment to continuous improvement and lifelong learning.
- Broad knowledge base of topics including, but not limited to, the Navajo Nation, working on Native Nations, water poverty in the United States and internationally, and the WASH sector.
- Understanding and appreciation of humanitarian principles.
- Working knowledge of both PC and Mac.
- Proficiency with Slack, Google Business suite, Microsoft Office suite, Asana, Adobe Suite and other relevant software.

Qualifications

- High school diploma or equivalent.
- At least 2 years of experience in the nonprofit sector.
- Able to work both independently and as a member of a small team.
- Able to respond effectively and sensitively to inquiries or complaints.
- Able to focus in the face of pressure, deliver against timelines and not be intimidated by tasks/time limitations.
- Able to gain the respect and trust of others through honesty, integrity and authenticity.
- Fluency/strong proficiency in the Navajo language preferred.
- Degree in logistics, business administration, or related field preferred.
Compensation and Benefits

Employment type: Hourly, Full Time
Compensation: $20/hr, 30 hrs per week (with option to increase to 40 hrs/week after 3 months)

At DigDeep, we believe that great work requires a great job. We pride ourselves on creating industry-leading employment opportunities for our team across the United States. We’re a supportive environment that values creativity, diversity and quick-thinking. Here’s how we’ll support you in your work:

- PTO based on length of employment
- Employer provided sick leave
- 23 weeks paid Parental Leave
- Medical insurance, 100% employer paid
- Prescription drug coverage
- One Medical membership
- Life insurance, 100% employer paid
- Monthly cell phone reimbursement
- 401k retirement plan, with employer matching

Interested?

Please submit a thoughtful cover letter and resume to: jobs@digdeep.org. In the subject line of the email please use the following format: Flagstaff Project Coordinator - [Your First & Last Name].

References should be available upon request. Applications will be reviewed on a rolling basis. We will respond to all applicants. No office visits. No calls please. Thank you.

DigDeep is a certified Great Place to Work®