Water Administrative Assistant

**Position:** Water Administrative Assistant

**Reports to:** Director of Water

**Summary:**
The next five years will see a historic investment in water by the federal government through the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL). However, disparities across water systems will endure unless we seize the moment to reform policies that leave too many US residents without access to clean water and too many water systems without the capacity to maintain and improve their drinking water, wastewater and stormwater treatment systems. Our Water Team was founded around the knowledge that there are solutions, innovations, capacities, and policy changes that can dramatically increase the speed and effectiveness with which we solve these problems. We believe we can play an important role in making that happen, through direct work helping disadvantaged communities secure support, and through analysis and policy work to make change happen on a systems level.

EPIC is seeking to hire a Water Administrative Assistant who has a strong passion and skillset to support a remote team of policy analysts, community advocates, data scientists, and engineers in our work on water equity, and connecting communities across the country to water infrastructure funding through data and research, policy, and technical assistance.

**About EPIC**
The Environmental Policy Innovation Center (EPIC) builds policies that deliver spectacular improvement in the speed and scale of environmental progress. A national nonprofit, EPIC is committed to finding and highlighting the best approaches to scaling up results quickly. EPIC focuses on clean water, endangered species, environmental markets, and the use of data to further environmental and public health outcomes. Equity and justice are at the center of EPIC’s approach, as we work on policies related to the accessibility of safe, reliable, affordable water, the right to clean water, and eliminating disparities in funding and environmental services faced by underserved and under-resourced communities. For more information about EPIC’s water program, go [here](#) to learn about our water infrastructure work.

**Position Description**
Reporting to the Director of Water, the Administrative Assistant supports a team with expertise in technical assistance, data analysis and research, policy development, community engagement, and funding and finance. The Administrative Assistant supports the [crucial work](#) of EPIC’s Water Team to advance innovative policies through research, engagement with diverse partners, exploring out-of-the-box solutions, and championing policy change to address disparities across water systems.

This position is responsible for a range of duties, including administration, operations, and communications. The Administrative Assistant is fully integrated into EPIC’s Water Team and will be called to assist on other projects throughout the organization from time to time.
Responsibilities:

Administration and Operations - 40%
- Provide administrative, organizational, and communications support to ensure efficient and effective operation of EPIC’s water program
- Scheduling and support for internal team/programmatic meetings, organization-wide meetings, and external meetings
- Support management of the team’s network of contacts, resources, and shared files related to partners, stakeholders, technical assistance recipients, funding sources, technical and community experts, and other relevant databases
- Support drafting of contracts and service agreements with contractors and stakeholder organizations
- Assist with monitoring and managing contracts
- Assist with team members’ travel arrangements (e.g. booking flights, cars, hotel, meeting room, restaurant reservations) and other logistics
- Help facilitate implementation of policies and procedures
- Perform special assignments and projects as assigned
- Provide support with onboarding new staff

Communications - 40%
- Provide support in organizing webinars, convenings, and other public events to highlight our work and our programs
- Contribute to external communications on our work by helping edit, design, and provide other support on newsletters, email blasts, op-eds, blogs, and social media posts
- Help ensure the water pages on EPIC’s website are consistent with organization-wide templates and kept up to date using Squarespace
- Attend and present at webinars and conferences about our work
- Support entire website updates, as needed
- Provide support in writing grant proposals and reports, and preparing for and following up on meetings with donors.

Project and Grant Management - 20%
- Support the Director of Water and the team by managing a calendar of grant deadlines and on a variety of project management tasks
- Provide support drafting communications with and reporting to funders and partners
- Provide support on preparation of reports, case studies, lessons learned, and grant proposals

Qualifications
Candidates must have:
- A four year degree or equivalent education
- 2+ years experience in a professional setting in one or more of the following areas: administrative, operations, project, or office management
- Excellent communication, research, organizational, and problem-solving skills
- Ability to manage time and prioritize tasks within established deadlines and handle multiple tasks simultaneously
- Attention to detail
- Experience and skill with word processing, spreadsheet, calendar, and presentation software and ability to learn new tools
- Experience in helping prepare reports, case studies, graphics, newsletters, other public materials
- Proven ability to collaborate with a range of individuals with varying backgrounds working together toward common goals
● Demonstrated commitment to valuing diversity and equity and contributing to an inclusive workplace environment
● Passion for advancing equity and justice
● Entrepreneurial motivation, spirit, and resilience

We will prioritize candidates who can bring:
● Knowledge of water or environmental justice issues
● Experience supporting a multi-faceted team with diverse external partners and stakeholders
● Experience organizing and managing documents in support of financial reporting or accounting
● Experience working in the nonprofit or public sectors

Location
This position is a remote position, but may require limited travel to meetings and other events. Work other than travel is done either at EPIC’s College Park, Maryland office or at the candidate’s home office. We will consider applications from candidates located in the Eastern or Central time zone.

Employment Type
Full-time, hourly, non-exempt

Compensation
$50,000 - $55,000 annually based on experience and qualifications.

Benefits
EPIC offers an excellent benefits package that includes health, dental and vision care, 401k contributions, and four weeks of paid time off.

Applying
Qualified candidates, who are also authorized to work lawfully in the United States, should send an email to Lilly Slaughter at LSlaughter@policyinnovation.org with “Water Administrative Assistant” in the subject line. Please include a resume and a cover letter in PDF format, labeled with your last name followed by the document type (e.g. “Ibrahim_Resume”). You may also provide any supporting documents we should consider in evaluating your candidacy.

We believe that including more people from a broad diversity of backgrounds in leadership positions, including people of color, people from working class backgrounds, women, and LGBTQ people, is essential for achieving our vision. We strongly encourage applications from people with these identities or who are members of other marginalized communities.

Additionally, we know there is not one ideal candidate who has all these traits so if you have a mix of interests, skills, and experience related to the above – and a passion for this work – please don’t let a gap in your strengths for this role stop you from applying or reaching out. Thanks for your interest in the position!