Job Announcement

**Job Title:** Organizer, Latin American Region

Waterkeeper Alliance, an international environmental organization, seeks a dynamic, goal-oriented professional to help strengthen and amplify the voice of Waterkeeper Alliance and the Waterkeeper movement through donor outreach and solicitation.

**Location: New York, NY**

**Organizational Overview:** Waterkeeper Alliance is a global environmental movement uniting more than 350 Waterkeeper groups around the world and focusing citizen action on the issues that affect our waterways, from pollution to the climate emergency. Waterkeeper groups patrol over 2.75 million square miles of rivers, streams, and coastlines in the Americas, Europe, Australia, Asia, and Africa. For more information, please visit our website at [waterkeeper.org](http://waterkeeper.org).

**Position Summary:** The Organizer is responsible for meeting the strategic plan goals of the department and the organization, so Waterkeeper Alliance can fulfill its mission. The Organizer is also responsible for being available and responsive to the needs of Waterkeeper groups in the respective region so Waterkeeper groups can fulfill their responsibilities to the Waterkeeper Alliance. In the role of Organizer, success will be measured by supported and successful Waterkeeper groups who are leaders protecting everyone’s right to clean water.

The Organizer reports directly to the Organizing Director, and serves as a key team player on the Organizing team and the entire organization.

**Primary Responsibilities:**

- Serve as the primary point-of-contact for all Waterkeeper groups in Latin America region (~40 groups);
- Maintain constant on-one-one communication with Waterkeeper groups in the region;
- Produce written communications and email content on a weekly basis to keep Waterkeeper groups in the region informed of news, activities, deadlines, opportunities and more;
- Plan, coordinate, host and facilitate monthly regional meetings and working groups of the region;
- Collect, maintain, and deploy accurate data and narrative information about Waterkeeper groups to harness the power of the Waterkeeper movement;
- Support Waterkeeper groups in obtaining membership benefits and resources;
- Facilitate Waterkeeper Alliance's fiscal sponsorship benefit offering for Waterkeeper groups;
- Coordinate Waterkeeper groups accessing opportunities including campaign participation, communications, development and legal support, mentorship and more;
- Ensure Waterkeeper groups are meeting Waterkeeper Alliance Quality Standards, work across departments to develop solution-based strategies to address challenges with meeting standards, and remedy any quality standard noncompliance in a timely manner;
• Collaborate effectively with other departments to drive quality support for Waterkeeper groups’ needs and challenges;
• Assist in planning for Rapid Response events and assist Waterkeeperer groups in time of environmental crisis in their watershed, when a Rapid Response event is approved;
• Assist with providing translation/interpretation services as they arise;
• Coordinate with Training Department to plan and execute a biennial Regional Summit;
• Perform tasks associated with the planning and execution of a biennial Global Conference;
• Engage in regular communication with other Waterkeeper Alliance Organizers to share best practices and ensure consistent service;
• Organize Waterkeeper groups to collective action through coordinated regional to sub-regional advocacy, encouraging petition signing, assisting with letter writing and/or calls to action, etc.
• Support Waterkeeper Alliance activities including but not limited to onboarding, training, advocacy, communications and development;
• Execute a quarterly and annual work plan encompassing the items above; and
• Engage in other duties assigned.

Minimum Qualifications
• At least 2-years’ professional work with a nonprofit/charitable organization, preferably with event planning and project management experience;
• A Bachelor’s degree, or equivalent;
• Ability to take initiative, and work independently and efficiently to complete tasks;
• Ability to prioritize work and the flexibility to change directions as the job dictates;
• Ability to solve problems, work under pressure and maintain quality of detailed work while meeting deadlines;
• Experience working in complex environments with a high degree of organizational effectiveness and attention to detail;
• Excellent communication skills in both Spanish and English, both written and oral, Portuguese is a plus.
• Superb cultural literacy in diverse Latin American cultures and social customs.
• Ability for occasional travel;
• Passion for Waterkeeper Alliance’s mission; and
• A positive attitude and sense of humor.

Job type: Full time

Culture & Benefits: Our staff and Waterkeepers are the heart of our mission, and we are committed to pursuing the principles of Justice, Equity, Diversity, and Inclusion (JEDI) as we move forward to a more equal and just future as an organization. We aim to create and sustain a workforce that reflects the hundreds of global communities we strive to protect in our fight for clean water, and welcome applicants from diverse backgrounds to apply to join our team!

We offer a competitive industry salary, excellent benefits including 15 vacation days, sick time, paid parental leave (after required period of employment), work from home opportunities, and a healthy work-life balance to all members of our team.

Start Date: ASAP. This position will remain open until filled.
Applications: Send resume, and cover letter to careers@waterkeeper.org with subject line “Organizer, Latin American Region ” No phone calls, please.

Waterkeeper Alliance is dedicated to fostering a diverse and inclusive work environment and is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

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