Job Announcement

Job Title: Special Assistant to the CEO

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. This new role will provide key executive support to the CEO through special projects, board management, relationship management, and administrative support. This role reports to the CEO.

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.

Position Summary:
The Special Assistant works closely with the CEO and plays a key role in ensuring that the CEO can fully deliver on responsibilities, through proactive and smart project management, research and briefing, relationship stewardship and hands-on logistical support. The Special Assistant supports the CEO on matters with the Board of Directors and senior management teams, organizes and coordinates executive outreach and external relations efforts, and oversees special projects. The Special Assistant is a dynamic role responsible for supporting the CEO in meeting preparation and facilitation and daily administrative tasks. The Special Assistant is highly organized and detail-oriented, an excellent communicator, and able to handle a wide variety of activities and confidential matters with discretion.

Primary Responsibilities:

- Manage special projects for the CEO, including tracking project progress, anticipating hurdles and opportunities, and devising strategies to maintain momentum and ensure success;
- Keep abreast of CEO’s immediate and long-term commitments and plans; identify conflicts, flag problems for intervention and correct course as appropriate;
- Coordinate CEO scheduling and facilitate partner, donor, and other visits;
- Participate in meetings, task forces, and workgroups both internally and externally;
- Facilitate the flow of communications (email, phone, other);
- Research and prepare policy briefings, talking points, presentations and proposals for internal and external meetings;
- Schedule, prepare materials and notes, and ensure follow-up for various Board, leadership and staff meetings;
- Draft and edit various documents including internal/external correspondence;
• Maintain the CEO’s expense reports and time tracking, along with Salesforce CRM, which includes recording all data relevant to meetings, partnerships and other movement-building activities;
• Represent the CEO to external stakeholders as appropriate;
• Prioritize ongoing learning and personal development; and
• Other responsibilities, as required.

Minimum Qualifications
• Bachelor’s degree from accredited college or university OR equivalent;
• 5+ years’ experience in a fast-paced, non-profit or public or private sector organization supporting an executive-level individual or team;
• Significant Project Management experience on behalf of senior executive;
• Superior research, analytical, planning, organizational skills, and detail-orientation;
• Strong customer-service orientation;
• Ability to manage multiple projects, and competing priorities while adhering to deadlines;
• Capable of “managing up” to ensure deadlines are met and priorities kept;
• Excellent problem-solving, decision-making, interpersonal and communication (written and verbal) skills;
• Ability to exercise diplomacy, gather information from others, make inquiries and synthesize information; ability to convey information and explain or discuss organizational policy and procedure with others;
• Ability to work independently, exercise mature professional judgment, and use discretion;
• Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making;
• Open to feedback and professional development;
• Demonstrate utmost integrity, as well as respect for confidential information;
• Ability to act as resource for Executive team;
• Bilingual skills helpful;
• Ability to travel on occasion;
• 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 “Special Assistant to the CEO position” 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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