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Executive Assistant & Events Manager

Lima, NY, United States | Full Time

As the Executive Assistant to Ugandan Water Project's CEO, James Harrington, you'll manage a constantly changing schedule and oversee all incoming and outgoing requests. You'll help execute events and coordinate a network of volunteers that advance the mission of Ugandan Water Project, and build connections with donors and partners. Reporting to the Operations Director, your primary job will be to maximize the efficiency and effectiveness of the CEO.

About the Ugandan Water Project

The Ugandan Water Project exists to see Uganda liberated from the bondage of waterborne disease and poverty. We leverage the transformative power of clean water to empower Ugandans using our synergistic, three-tiered approach:

Building infrastructure that relieves immediate water insecurity **today**,
Developing sustainable water enterprises that keep clean water flowing **tomorrow**,
Supporting the establishment of national systems that will ensure safe water flows **forever**.

In collaboration with government, NGO partners, and the private sector, the Ugandan Water Project blends philanthropy, market-based approaches, and advocacy to catalyze innovation and rapidly respond to evolving needs in Uganda's water sector.

You're a Great Fit If:

- You're so organized, it's embarrassing
 - You have capacity for meticulously organizing the smallest details. Your closet and kitchen drawers are a testament to this skill: when something doesn't have a place, you make one and teach others to keep it that way. You can manage schedules, inquiries, call logs and desk drawers.
- You're remarkably people-oriented
 - You're comfortable communicating with all types of people -- from bankers, to engineers, fashionistas, techies, and teens to executives -- and you're a skilled conversationalist. You enjoy interacting with people over the phone. You're warm, welcoming, and more than willing to help. You find joy from delighting the people around you.
- You're passionate about accuracy
 - You double and triple-check your work because you know that accuracy is crucial to operate successfully. You pay strong attention to detail, and possess excellent grammar, spelling, and proof-reading skills.

- You get things done
 - You're a multitasking machine and love ticking boxes. You follow through on every task and take full responsibility for each project you are assigned. You live for hitting deadlines and understand the importance of staying on schedule. You take initiative on projects from the start and know how to bring people together and get things done.
- You're reliable and available
 - If you say you're going to do something, you mean it. As the Executive Assistant to the CEO, you'll need to be reachable evenings and weekends on occasion.
- You're a communication ace
 - You keep everyone in the know so that the job gets done efficiently and effectively. You know when to ask for help, when to listen, and when to speak up. You're known for your professional candor. You effectively communicate information, both in speech and in writing, and you are a reliable editor.
- You're a strategic thinker
 - You're able to connect the dots. You find new and efficient ways to streamline and create processes to increase efficiency. You are analytical and can infer implications and consequences of approaches to anticipate potential issues before they occur.
- You're trustworthy and professional
 - You're equipped to handle and maintain confidential information. You're set on learning the ins and outs of the organization so you can handle stakeholder questions that come your way.
- You catch on quickly
 - You're comfortable working in a fast-paced environment and can handle multiple deadlines at once. You can work outside the standard workday as needed, in order to support these deadlines and the travel of the CEO.

Responsibilities

- Manage the CEO's calendar, ensuring all information is up-to-date and represented accurately.
- Manage events for the CEO and the organization, working with internal and external stakeholders to plan and execute the vision, goals, and details of each event, as well as preparing the CEO and managing on-site logistics.
- Recruit and steward UWP volunteers who represent the organization at events.
- Manage UWP's primary email and phone, as well as the CEO's inbox.
- Schedule internal and external meetings for the CEO and make sure he is prepared ahead of time.
- Develop and maintain systems to help maximize the CEO's time.
- Coordinate all domestic and international travel for the CEO and, at times, for key supporters and partners.
- Represent the organization and the CEO at all times, acting with warmth, respect and sophistication.
- Execute administrative tasks like data management, expense reports, and shipping.
- Maintain inventories of office supplies and various promotional materials.
- Support the Operations Director on special projects as needed.
- Assist the Development Director in donor acknowledgements.
- Aid the CEO and Development Director in identifying strong potential partners.

Requirements

- Acute attention to detail and proven track record of creating systems and processes for efficiency.
- Experience managing a busy calendar and high volume of daily communication.
- Event coordination or event management experience.
- Efficiency working with Mac products, Google Apps and social networking sites, including Twitter, Facebook, Instagram, YouTube, Vimeo, etc.

Location

This fully office-based opportunity is for those located in (or willing to re-locate to) the Rochester area only. At this time, we are only considering candidates who are eligible to work in the United States without the need of company sponsorship now or in the future.

Compensation Range

\$32,000 - \$42,000

Contact

Express your passionate interest in joining our team by emailing Becca@ugandanwaterproject.com. Use the subject line: I'm the perfect Executive Assistant! Please include a current resumé or CV as well as any relevant links to online materials.