

AMWUA is seeking a qualified individual to serve as programs assistant. The selected applicant will be an integral part of the organization and will assist the association's office manager, assistant director, policy analysts, and executive director. This person will provide high quality service to board members, member staffs, other professionals in the water community, and the public.

The ideal candidate will be self-motivated, self-directed, detail-oriented, have excellent writing and communication skills, and work well both independently and in a team. He or she will be able to identify tasks that need to be undertaken, prioritize, and stay focused and ahead of things in a fast-paced environment with minimal supervision.

AMWUA is a unique organization, offering a one-of-a-kind opportunity to learn about water resources policy and management in Arizona. The association provides attractive benefits, including health insurance and retirement through the Arizona State Retirement System. The AMWUA office is located at Central Avenue and Thomas in Phoenix, convenient to light rail, bus, and freeways.

Duties and Responsibilities

The duties and responsibilities of this position include, but are not limited to:

- Providing administrative and project management support to staff.
- Researching, compiling, organizing and maintaining information, data, and digital assets.
- Generating, designing, updating, proofing, and finalizing a wide variety of documents.
- Preparing and assembling documents and other materials for meetings and providing support for meetings, including coordinating webinars and conference calls.
- Staffing Board meetings, and drafting and finalizing Board meeting minutes.
- Maintaining the AMWUA website, assisting with social media, and developing and maintaining a schedule of campaigns and promotions.
- Soliciting bids and coordinating the purchase, delivery, and invoicing of publications and other materials.
- Assisting in fielding telephone calls, responding to requests for assistance and information, receiving visitors, and calendaring.
- Coordinating trade show exhibits and organizing materials for various events.
- Assisting with other research, projects, and tasks as assigned.

Education and Requirements

- BA and experience in office administrative support service preferred
- Outstanding customer service abilities and professionalism
- Excellent writing and grammar skills and communications abilities, both written and verbal, are imperative
- Ability to take personal initiative, to be self-directed, to think ahead, to work both independently and as a team member, and to collaborate and coordinate with others
- Excellent organizational and time management skills, the ability to manage multiple tasks, to define and set priorities and problem solve, as well as exceptional attention to detail

- Knowledge and experience with office telephone and electronic mail protocol
- Excellent skills and experience with Microsoft Word, Excel, PowerPoint; Adobe Professional and Photoshop; strong internet research skills
- Skills and experience with Adobe InDesign and Illustrator, working with databases, and professional social media experience a plus

This list of essential responsibilities and requirements is not intended to be exhaustive. AMWUA reserves the right to revise this job description as needed to comply with actual job requirements.

Salary

Up to \$20.00/hour (Depending on qualifications)

If you are interested in this opportunity, please submit a cover letter and your resume no later than **September 16, 2016** to dpina@amwua.org.

If you have any questions, please contact Diana Pina.

AMWUA is a non-profit corporation established in 1969 with offices located in Phoenix Arizona. AMWUA works on behalf of its members—the cities of Avondale, Chandler, Glendale, Goodyear, Mesa, Peoria, Phoenix, Scottsdale, and Tempe and the town of Gilbert. AMWUA's mission is to protect its members' ability to provide assured, safe and sustainable water supplies to their communities, and to advocate responsible water stewardship that supports economic prosperity and safeguards Arizona's water supplies for future generations.