

AMWUA is seeking a qualified individual to serve as administrative assistant. The selected applicant will be an integral part of the organization and will assist the association's office manager, policy-level program managers, and executive director with projects and other tasks as assigned. The ideal candidate will be self-motivated, detail-oriented, have excellent writing skills, and work well in a team.

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:

- Assist in fielding telephone calls, responding to requests for assistance and information, receiving visitors, and calendaring. Back up receptionist as necessary.
- Provide administrative support to staff.
- Gather and organize information and data.
- Generate spreadsheets, graphs and forms.
- Prepare and assemble documents and other materials for meetings.
- Staff Board meetings, draft and finalize meeting minutes.
- Proof and finalize documents, correspondence and special projects.
- Maintain the AMWUA website and sister sites.
- Assist with specific projects as identified.
- Perform other tasks as assigned.

Education and Requirements:

- BA required
- Minimum of 3-5 years administrative support experience in a professional setting is preferred
- Knowledge of general office procedures (e.g., filing, correspondence, scheduling)
- Strong character, ethics, and a high standard of performance
- Detail oriented and flexible with strong interpersonal and communication skills (written and verbal)
- Ability to write with proper format, punctuation, spelling and grammar, using all parts of speech
- Ability to work well with all levels of internal staff, as well as member staffs, partners and vendors
- Proficiency with a Mac operating system and office support software, including MS Office and Adobe Creative Suite
- Cheerful presence and service-oriented people skills
- Ability to follow directions
- Experience coding HTML and basic graphic editing skills are desirable.

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 **April 10, 2015** to:

Diana Pina dpina@amwua.org

If you have any questions, please contact Ms. 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.