



## Assistant Director, Water Operations & Communications

**Position:** Assistant Director, Water Operations & Communications

**Reports to:** Chief Strategy Officer & Director of Water

### Summary:

The next five years will see a historic investment in water by the federal government through the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL). However, disparities across water systems will endure unless we seize the moment to reform policies that leave too many US residents without access to clean water and too many water systems without the capacity to maintain and improve their drinking water, wastewater and stormwater treatment systems. Our Water Team was founded around the knowledge that there are solutions, innovations, capacities, and policy changes that can dramatically increase the speed and effectiveness with which we solve these problems. We believe we can play an important role in making that happen, through direct work helping disadvantaged communities secure support, and through analysis and policy work to make change happen on a systems level.

EPIC is seeking to hire an Assistant Director, Water Operations & Communications who has a strong passion and skillset to support a remote and geographically dispersed team of policy analysts, community advocates, data scientists, and engineers in our work and who would be cover high priority special projects, serve as a backup for our Director of Water at events and meetings, and in other roles.

### About EPIC

The Environmental Policy Innovation Center (EPIC) builds policies that deliver spectacular improvement in the speed and scale of environmental progress. A national nonprofit, EPIC is committed to finding and highlighting the best approaches to scaling up results quickly. EPIC focuses on clean water, endangered species, environmental markets, and the use of data to further environmental and public health outcomes. Equity and justice are at the center of EPIC's approach, as we work on policies related to the accessibility of safe, reliable, affordable water, and eliminating disparities in funding and environmental services faced by underserved and under-resourced communities. For more information about EPIC's water program, go [here](#) to learn about our water infrastructure work.

### Position Description

Reporting to the Director of Water, the Assistant Director, Water Operations & Communications supports a team with expertise in technical assistance, data analysis and research, policy development, community engagement, and funding and finance. The Assistant Director, Water Operations & Communications supports the [crucial work](#) of EPIC's Water Team to advance innovative policies through research, engagement with diverse partners, exploring out-of-the-box solutions, and championing policy change to address disparities across water systems.

This position will play a key role in shaping, driving, and implementing efficient operations and communications across the team as we scale. This position is responsible for a range of duties, including administration, operations, and communications. The Assistant Director, Water Operations & Communications is fully integrated

into EPIC's Water Team and will be called to assist on other projects throughout the organization from time to time.

## **Responsibilities:**

### **Administration and Operations - 40%**

- Provide administrative, organizational, operational, and communications support to the Director of Water to ensure efficient and effective operation of EPIC's water program
- Develop and manage internal team operations, processes, procedures and deadlines
- Facilitate opportunities for cross-team learning and communications
- Provide operational leadership and support for internal team/programmatic meetings, organization-wide meetings, professional development opportunities, and external meetings
- Management of the team's network of contacts, resources, and shared files related to partners, stakeholders, technical assistance recipients, funding sources, technical and community experts, and other relevant databases
- Monitoring EPIC's Slack channels to assist with cross-team collaboration
- Support team recruiting and hiring processes
- Support team onboarding, account setup, and offboarding
- Perform special assignments and projects as assigned

### **Communications - 40%**

- Help develop and spearhead a multi-channel communications strategy for the water team
- Cultivate and develop relationships with key media outlets and other communications networks
- Lead external communications on our water work by writing and designing newsletters, email blasts, and social media posts highlighting the team's work and assisting in the development and editing of other content such as op-eds, blogs, policy briefs, case studies, and reports
- Provide leadership in organizing webinars, convenings, and other public events to highlight our work and our programs
- Design, organize, and maintain water pages on EPIC's website

### **Fundraising and Grant Management - 20%**

- Grants and contracts management
- Provide support in writing grant reports, and preparing for and following up on meetings with donors

## **Qualifications**

Candidates must have:

- A four year degree or equivalent education
- 3-5+ years experience in a professional setting working on or with water services, water utilities, water policy, or related fields
- Experience in managing and guiding a team's workflow, operations and deadlines
- Excellent communication, research, organizational, and problem-solving skills
- Ability to manage time and prioritize tasks within established deadlines and handle multiple tasks simultaneously
- Past experience in communications work, even if only an informal part of your past role
- Attention to detail
- Demonstrated knowledge and proficiency with communications technologies
- Understanding of copywriting, graphic design, layout, and publishing
- Working knowledge of content management systems, HTML coding, and digital graphics production

- Demonstrated commitment to valuing diversity and equity and contributing to an inclusive workplace environment
- Entrepreneurial motivation, spirit, and resilience

We will prioritize candidates who can bring:

- Knowledge of environmental justice issues
- Experience supporting a multi-faceted team with diverse external partners and stakeholders
- Experience organizing and managing documents in support of financial reporting or accounting
- Experience working in the nonprofit or public sectors

### Location

This position is a remote position based out of the candidate's home office, but with access to EPIC's College Park, Maryland, and Washington, DC office space as needed. May require limited travel to meetings and other events. While the position would ideally be filled by someone based in the Washington DC area, we will consider applications from candidates located elsewhere in the Eastern or Central time zone.

### Employment Type

Full-time, hourly, non-exempt

### Compensation

\$80,000 - \$95,000 annually based on experience and qualifications.

### Benefits

EPIC offers an excellent benefits package that includes health, dental and vision care, 401k contributions, and four weeks of paid time off.

### Applying

Qualified candidates, who are also authorized to work lawfully in the United States, should send an email to Valerie Nguyen at [valerie@policyinnovation.org](mailto:valerie@policyinnovation.org) with "Assistant Director, Water Operations & Communications" in the subject line. Please include a resume and a cover letter in PDF format, labeled with your last name followed by the document type (e.g. "Ibrahim\_Resume"). You may also provide any supporting documents we should consider in evaluating your candidacy.

We believe that including more people from a broad diversity of backgrounds in leadership positions, including people of color, people from working class backgrounds, women, and LGBTQ people, is essential for achieving our vision. We strongly encourage applications from people with these identities or who are members of other marginalized communities.

Additionally, we know there is not one ideal candidate who has all these traits so if you have a mix of interests, skills, and experience related to the above – and a passion for this work – please don't let a gap in your strengths for this role stop you from applying or reaching out. Thanks for your interest in the position!