

WaterNow Alliance is a growing network of decision makers, experts and innovators dedicated to supporting local water leaders who are building sustainable water solutions in their communities. We focus on innovative strategies to accelerate adoption of reuse and efficiency technologies, green infrastructure, watershed health, stormwater recapture, and groundwater management. Our goal is to help communities become as water resilient as possible, as cost-effectively as possible, while protecting our natural resources for generations to come.

WaterNow Alliance is seeking 2-3 Summer Research Associate Volunteers for hands-on work experience. Associate positions allow students the opportunity to gain valuable work experience with a fast-growing sustainability-focused non-profit through hands on experience and real responsibility.

**A strong candidate will possess the following attributes:**

- Excellent writing and research skills, proficiency with Word and Excel;
- Demonstrated commitment to sustainable water policy;
- Experience with or interest in local government;
- High degree of professionalism;
- Organized with good attention to detail;
- Strong work ethic

**Qualifications and Requirements:**

- Must be at least a sophomore in an undergraduate program
- Available beginning May 2018 through August 2018 (flexible).
- It is our preference that the candidate be able to be in our office in the Presidio at least three days per week; additional day in-office preferred but not required.
- We require a minimum time commitment of 24 hours per week (three full days in office)

**Project Descriptions:**

- **Develop Water Profiles:** Using an existing template, research and compile detailed profiles of municipalities and water utilities' water use, programming, local demographics, governance, etc. to be included in WaterNow's database.
- **Research on Financing Opportunities, Water Plans, Water Resources Management:** Develop a database of Federal, State, and local grant opportunities associated with water-use efficiency and other sustainable water solutions; write memos and reports based on state and local water plans, on the structure, operation and project scope of relevant organizations, and other topics as needed.
- **Project Support:** Support QWEL (Qualified Water Efficient Landscaper) training programs across California and the West, advance our next set of offerings being developed by WaterNow Alliance, and provide overall support for other projects, including technical support on rebate programs, webinar development and testing, and project-related research and scoping.

- **Social Media and Website Content Creation:** Review water clips and identify post-worthy news and information. Tasks will include drafting content, infographics, blog posts, and development of resources for members and the public.
- **Salesforce Database Development:** Support database development and maintenance to advance organizational mission.
- **Outreach:** Professional correspondence with elected officials and partner organizations regarding Alliance activities, opportunities to get involved, noteworthy news, creative contexts for engagement
- **Event Planning:** Assist staff in preparing for meetings and other events including: logistics, travel plans, speakers, meals, transportation and substantive offerings (e.g. lectures / presentations).
- **Build Your Own Project:** Do you have an idea for how you can contribute to the success of our organization outside of these tasks? Submit a proposal setting forth tasks, deliverables, and why this will be valuable to WaterNow Alliance and to your professional development.

*Note that the list above is for illustrative purposes only and available projects will depend on work needs at the time.*

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Interested in applying?

Please send a cover letter, resume, and 1-2 page writing sample to Program Associate Lindsay Rogers at [ler@waternow.org](mailto:ler@waternow.org).

In your cover letter, please answer the following question: *How do you contribute to the success of a team? Please provide a concrete example.*

Applications will be reviewed on a rolling basis.

Questions? Feel free to email [ler@waternow.org](mailto:ler@waternow.org) or call, 415.360.2999.