

UP, UP AND AWAY

Position: Executive Assistant to CEO & COO

Level: Manager

Education requirements: Bachelor's Degree or equivalent experience

Employment type: Full-time, Exempt

Location: Los Angeles, CA

Total Compensation: \$60,000-\$70,000

Start Date: ASAP

Simply Put:

There are 2.2 million Americans who do not have running water or basic plumbing, while at least 44 million more do not have clean water that is safe to drink. Founded in 2012, DigDeep is a human rights non-profit organization working to ensure that every American has equitable access to clean, running water and sanitation forever. DigDeep seeks to close America's Water Gap in our lifetimes through a four-pronged [Impact Model](#).

DigDeep is growing fast. We won the 2018 US Water Prize for its Navajo Water Project, which has brought clean, running water to hundreds of Native families across New Mexico, Arizona, and Utah. Now we're expanding that work across the country, into new communities in Appalachia and along the Texas-Mexico border. Our operating budget has grown to \$12M; we've built new relationships with major foundations, trade groups, and companies who are passionate about our work; and we have a grassroots donor base of more than 40,000 Americans behind us.

The Role:

DigDeep is looking for a creative, collaborative, organized, and detail-oriented person to join our growing **Operations** team as the **Executive Assistant** to the organization's **CEO** and **COO**.

The position will handle a wide variety of administrative tasks. It requires nimble, strategic thinking, excellent prioritization, a positive "everything is figure-out-able" attitude, diplomacy, and above all, complete discretion. The EA will support the CEO/COO by working with their teams and external stakeholders, such as vendors and donors. Ultimately, you will contribute to DigDeep's impact by providing exceptional, personalized support for two of our key executives as the company grows.

Key Responsibilities

This is what you'll do once you join the team.

Calendar, Meetings, and Operations:

- Partner closely with other team members and external stakeholders to manage the CEO/COO's calendars and keep them on schedule throughout the day.
- Schedule, prepare and attend (as requested) external meetings for/with the CEO/COO; have a clear understanding of each meeting's purpose and benefit; maintain excellent communication with all participants around location, technology, attendees, and scheduling; document distribution and conference technology setup; catering, venue use, set up and clean up as needed.
- Prioritize and shift meetings as scheduling conflicts arise, based on the preferences and priorities of the CEO/COO.
- Prep the CEO/COO for meetings with documentation and a review of purpose, attendees, agenda, and goals.
- Attend meetings and take notes; disseminate notes to appropriate stakeholders; add action items to the appropriate task management system (ex. Asana); and follow-up on action items.
- Format and distribute information for internal and external communications (ex. memos, emails, presentations, reports, etc.)
- Assist with miscellaneous "special projects," as needed.

Travel & Expenses:

- Coordinate all aspects of domestic and international travel (air, ground, and lodging); compose detailed itineraries for travel and key meetings; collect boarding passes and complete check-in.
- Maintain a clear understanding of CEO/COO travel preferences and make plans that align to those preferences and company policies (i.e., airline mileage program, airport location, seat assignment, rental car, hotel rewards, etc.).
- Reschedule or troubleshoot travel and logistics in real time; maintain tracking of meeting and itinerary changes and communicate proactively; track flights.
- Manage payment and expense reporting for all travel and meetings; organize and create cash and expense reports using expense system Expensify.

Daily Tasks with CEO

- Begin every work day with a briefing to review schedule and priorities for the CEO; use this time to ask questions and set strategies; take reliable notes; manage CEO's tasks using Asana; manage information flow.
- Prioritize inquiries, meeting requests, emails, calls, etc., making judgements and recommendations to ensure smooth day-to-day; anticipate and troubleshoot conflicts as they arise; RSVP to events.
- Maintain the CEO's email inbox; answer low-priority or simple emails on behalf of the CEO; screen calls and Slacks and respond or take messages as appropriate; take dictated responses and send them as messages.

- Order and pick up meals for professionals as requested and complete occasional personal support work (i.e., errands)
- May entail occasional overtime work.

Maintain absolute discretion and confidentiality in all verbal and written communication including messages, calls and reports; treat all information confidentially.

As the organization continues to evolve, duties or tasks may change without impacting the overall Job Description.

Skills, Knowledge and Abilities:

- Your career demonstrates strong problem-solving skills with a high level of attention to detail.
- You're a creative thinker who believes anything is *figure-out-able*.
- You're able to work independently with limited guidance and exercise independent judgment, knowing when to elevate concerns or issues.
- You enjoy a high-growth environment with lots of change.
- You're an excellent writer and summarizer, and have great time management and research skills.
- You persuasively articulate mission, values, and information in conversations, presentations and written proposals, no matter the audience.
- You're devoted to professional growth based on constructive feedback.
- You're ready to support the development of a diverse, inclusive, and equitable work environment and you're open to learning.
- You're driven by a desire to make our country (and our world) a better place.

Skills and Competencies

We want to hear from you if you have:

- Professional presence and excellent interpersonal skills; strong phone etiquette; strong writing skills
- A track record of care and discretion; the ability to keep information completely confidential
- The flexibility to work on evenings and weekends occasionally, as needed
- The flexibility to travel, including internationally, as needed
- Excellent, error-free written and verbal communication skills
- Bachelor's Degree or equivalent work experience
- Proficiency in MS Office Suite (Word, Excel, PowerPoint), MacOS and Keynote
- Proficiency in G-Suite
- Experience with Slack, Airtable, Asana, Expensify, Squarespace, Zoom

Compensation and Benefits

At DigDeep, we believe that great work requires a great job. We pride ourselves on creating industry-leading employment opportunities for our team across the US. We're a supportive working environment that values creativity, diversity and quick-thinking. Here's how we'll support you:

- Salary \$60,000- \$70,000 DOE
- Generous paid vacation and sick leave
- 23 weeks paid parental leave
- Medical insurance (100% employer paid)
- Prescription drug coverage
- One Medical and TalkSpace memberships
- Life insurance (100% employer paid)
- Monthly cell phone allowance
- Work computer
- 401k retirement plan with employer matching

We Are DigDeep

The DigDeep Right to Water Project is the only WASH (water, sanitation and hygiene) organization serving the 2.2M+ Americans who still don't have a tap or a toilet at home.

Founded in Los Angeles in 2012, DigDeep believes access to clean water is a human right. Today, we run several nationally-recognized programs that empower communities to build their own water and sanitation systems. We won the 2018 US Water Prize for our [Navajo Water Project](#), which has brought clean, running water to hundreds of Native families across New Mexico, Arizona, and Utah. In 2019, we released the first national report on the root causes of domestic water poverty in 6 "hotspots" around the country, including the California Central Valley, the Four Corners Region, the Texas border *colonias*, Appalachia, rural Alabama, and Puerto Rico. We've begun launching new projects in these areas, leveraging our relationships with philanthropy, industry, media, local communities, and a deep bench of more than 40,000 individual donors across the country.

DigDeep is deeply committed to diversity, equity, and inclusion. We believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with a common purpose. DigDeep is built on the principles of equity, transparency and the power of human experience. Your work will improve the daily lives of real people – people you're likely to meet. Every American should have the clean, running water they need to thrive. Join us, and we'll close the US water gap in our lifetimes.

[2019 Annual Report & Financials](#)

To apply please submit your resume and cover letter to jobs@digdeep.org. In the subject line of the email please use the following format: Executive Assistant - [Your First & Last Name].

References should be available upon request. Applications will be reviewed on a rolling basis. No office visits. No calls please. Thank you.

DigDeep is a certified Great Place to Work®

