

Now Hiring

The Greater Edwards Aquifer Alliance (GEAA) seeks to fill a permanent full time position to assist in management of all aspects of GEAA's operations and programming.

Background

The Greater Edwards Aquifer Alliance unites Texans to promote effective, broad based advocacy for preservation of our water resources. We build support for conservation and sustainable management of the Edwards and Trinity aquifers, springs and contributing watersheds, flora and fauna, and the quality of life, history, and culture of the Texas Hill Country.

GEAA has originated a comprehensive program of science, advocacy, and public engagement aimed at protecting the quality and quantity of spring flows from the Edwards and Trinity aquifers. Policy and programs are determined by consensus of the fifty-four member organizations. Our member organizations are scattered throughout the twenty-one county Edwards and Trinity aquifer regions and are as diverse as the region that we represent.

Job Summary

The assistant manager will work collaboratively with GEAA staff, board, member groups, interns, and volunteers to manage operations, technical research, programs and projects; develop policy; assist member groups; and develop financial resources. Ability to deal with chaos a plus, as is a sense of humor.

Responsibilities

The chosen candidate will report to the Executive Director and serve as a critical member of GEAA's leadership team, setting and achieving the organization's fundraising goals, developing and managing projects, working with member groups on specific causes, and other initiatives as needed to support GEAA in achieving our mission.

Duties will include:

- monitoring activities within GEAA's service area including transportation plans, development plans and zoning issues, and actions under consideration by various agencies.
- research on public policy issues related to environmental concerns.

- communicate with local, state and regional government agencies regarding requests for information under the Freedom of Information Act and on an informal basis.
- soliciting and managing government and foundation grants

Qualifications

The successful candidate must have strong writing skills, basic computer skills, organizational skills, public speaking and communication skills, commitment to our mission, and be able to work cooperatively and collaboratively with staff and volunteers. Background in hydrology, geology, engineering, land use planning or environmental sciences a plus. Must have a valid driver's license.

Experience in fulfilling all aspects of this position is not required, we are willing to train as needed.

Compensation

Salary commensurate with education and experience up to \$50,000/year with health insurance reimbursement, paid time off and paid holidays. Opportunities for advancement.

Requirements/Other

Must be able to work as needed from the office of the Greater Edwards Aquifer Alliance in San Antonio, Texas. Some work may be done remotely, and some travel within the [twenty-one counties of GEAA's service area](#) may be required.

Office hours are flexible, usually from 10:00 am to 6:00 pm Monday through Friday. Occasional weekends and after hours may be required.

How to Apply

GEAA is proud to be an Affirmative Action, Equal Opportunity Employer. Its employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran or military status or any other legally protected status.

To apply send a cover letter, résumé, and writing sample to:

Email: Annalisa@AquiferAlliance.org write Job Application in subject line

Mail to: GEAA, PO Box 15618, San Antonio, Texas 78212

Application deadline is 5:00 p.m. August 27, 2021

Greater Edwards Aquifer Alliance <https://aquiferalliance.org>

Subjects: Water / Policy / Fundraising / Development / Environmental Science / Land Use Planning / Earth Science / Government / Urban Administration

Job Type: Management

Organization Type: Nonprofit organizations

Location: Texas