Job Title: AguaClara Reach India Program Project Manager
Expected Start Date: December 2019 - January 2020
Length of Appointment: Minimum of ten months
Location: 100% remote work (US based) to support projects in Odisha, India
Hours: Maximum of 20 hrs/wk
Compensation: $30-40/hr, commensurate with education and experience

SUMMARY

AguaClara Reach is soliciting applications for a Project Manager for our India Program. The successful applicant will be working as a liaison between AguaClara Reach and NGO partners in India to support Hydrodoser (AguaClara chemical dosing system technology) projects. Responsibilities include providing remote Hydrodoser design, operation, and training to NGO partners. The Field Engineer and Trainer open position is in coordination with the part-time Project Manager open position to support ongoing work in India. These two roles will occur sequentially, with the Field Engineer work first (3 months), followed by the Project Manager work (minimum 10 months). Candidates who are available for both positions are preferred.

Overview of Organization - AguaClara Reach (ACR) is a 501(c)3 registered NY State nonprofit that trains partner organizations around the world to design and deploy gravity-powered drinking water treatment systems that are sustainable in rural areas.

Overview of NGO Partner - Gram Vikas (GV) is an NGO based in Odisha, India with over 40 years of experience in rural applications of water and sanitation solutions. Gram Vikas works primarily to mobilize villages to recognize the importance of safe sanitation practices and accessibility to clean drinking water.

Overview of Technology - The Hydrodoser is gravity-powered chlorination unit that was designed for implementation in areas with water sources contaminated with bacteria and disease-causing pathogens.

Job Location and Duration - Work will occur remotely (not in India) for a minimum of 10 months at a maximum of 20 hours/week.

Supervision - Report to ACR Board Members

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Core responsibilities**
  - Provide remote support for partner organization's design, installation, operation, and maintenance of Hydrodosers
  - Guide partner organization in successful Hydrodoser installation

- Guide partner organization through calibration, startup and troubleshooting of system
- Train partner organization on Hydrodoser operations and maintenance
- Assist partner organization with design for the room to accommodate Hydrodoser
- Create design for Hydrodoser based on village specifications and associated documentation
- Manage projects at various stages of design and construction, including tracking project budget, schedule, scope, invoicing, percent complete, funds allocated and outstanding items to be completed.
- Communicate with ACR Board to provide updates and request any necessary support

- **Day-to-day activities**
  - Provide remote assistance to partner organization including responding to Requests for Information (RFIs)
  - Respond to partner organization requests and attend (remotely) necessary meetings with partner organization engineers and staff
  - Train partner organization engineers to design Hydrodosers and support partner organization in developing designs for next Hydrodoser project
  - Update training materials for implementation partners
  - Prepare fabrication manual for Hydrodosers
  - Develop internal ACR training materials for future full-time employees
  - Manage contact with partner organization by keeping track of scope and Change Orders as needed

- **How position fits into organization**
  - Work to implement AguaClara technology in Odisha, India to add to our growing portfolio of projects
  - Remotely support GV Hydrodoser staff to supplement their previous training with the goal of GV staff being able to complete all phases of Hydrodoser projects independently

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Engineering (Civil, Environmental, Chemical, Water Resources, or a related field)
- Legally authorized to work in the United States
- Professional working proficiency in English
- Knowledge of fluid dynamics and water treatment
- Familiarity with AutoCAD Civil 3D and/or Mathcad
- Project management and design engineer experience for water treatment projects

PREFERRED QUALIFICATIONS

- 5-10 years experience preferred, 0-5 years considered with additional references, experience and skill sets
- Effective communicator of complex technical ideas
- Ability to adapt to different settings
- Self-starter, creative, independent problem-solver
- Experience working in a nonprofit organization or relevant international experience
- Professional working proficiency in Hindi and/or Oriya

TO APPLY

- Send your resume and cover letter to Hiring Administrator, Emily Spiek (espiek@aguaclarareach.org). Applications are considered on a rolling basis.
- Cover letter should include reference if you are also applying for the associated full-time Field Engineer and Trainer position as well.
    - If you are applying for both positions, only submit one application but your cover letter and resume should address the requirements and duties of both descriptions

AguaClara Reach is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.