



www.bridgeh2ope.org | Social: @bridge_h2ope | +1 (202) 598 - 7050

Job Title: Branch Manager Assistant

Organization: [Bridge H2OPE](http://www.bridgeh2ope.org) (HOPE)

Position Summary:

Bridge H2OPE is seeking motivated and passionate university/college students to join our team as Branch Manager Assistants. This role offers a unique opportunity to make a meaningful impact by supporting our clean water initiative and empowering student ambassadors across four-year universities and colleges throughout the U.S. As a Branch Manager Assistant, you will play a vital role in maintaining effective communication and relationships between Bridge H2OPE headquarters and our university branches, ensuring the success of our H2OPE Network. This network is central to our mission of raising awareness about clean water access and fostering community engagement.

Duties and Responsibilities:

- Maintain regular communication with current university branches via email and other platforms.
- Reach out to potential university branches to expand the H2OPE Network.
- Establish and nurture strong relationships with new and existing branch leaders.
- Serve as a liaison between Bridge H2OPE HQ and university branches to ensure alignment of goals and activities.
- Create and organize folders for each branch to facilitate information sharing and resource management.
- Develop and maintain documentation, guides, and resources to support branch operations.

Work Environment:

- This position is fully remote, offering the flexibility to work from anywhere.
- Occasional travel may be required to local universities/colleges to meet with chapters and present to their community upon request.

Compensation and Benefits:

- This is an unpaid position. However, Bridge H2OPE is willing to collaborate with your academic institution to help you earn credit toward your graduation.
- We can create a work plan tailored to fit your course requirements, or you may secure financial sponsorship through your school or private sponsors.



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Commitment:

- This role requires a commitment of 15-20 hours per week, with flexibility to accommodate students who can commit more hours if desired.

Recommended Candidates:

- Junior and senior students from four-year institutions, as well as Graduate/PhD students, are strongly encouraged to apply.
- There is potential to discuss and negotiate credit requirements toward education or service, depending on your academic needs and goals.

Suggested Skills:

- Demonstrated leadership in extracurricular activities, student organizations, or similar roles.
- Strong writing and presentation skills, with the ability to communicate effectively and confidently.
- Excellent organizational skills, with a keen attention to detail.
- Proficiency in initiating and sustaining conversations with diverse groups.
- Familiarity with Microsoft Office 365, Excel, Word, and Google Drive.

Application Process:

Applications will be accepted and interviews conducted on an ongoing basis. If you are passionate about clean water access and eager to empower fellow students, please send your resume and cover letter to sassefa@bridgeh2ope.org.

Why Join Us?

This position provides a unique opportunity to contribute to a cause that matters, build your leadership and communication skills, and be part of a dynamic team dedicated to making a difference.