

PROGRAMME COORDINATOR - MEXICO

ALLIANCE FOR WATER STEWARDSHIP

LOCATION: Remote, based in Mexico

CONTRACT FEE: MXN 540,000 to MXN 720,000 for 12 months engagement

STARTING DATE: Q4 2026

CONTRACT TYPE: Term Contract (1 year), Renewable, Full time - 5 days a week

EXPERIENCE REQUIRED: 5-10 Years

BUSINESS UNIT: Outreach and Engagement

TRAVEL: Maximum up to 4 weeks per year

CLOSING DATE FOR APPLICATIONS: 24 August 2026

ABOUT ALLIANCE FOR WATER STEWARDSHIP (AWS)

The Alliance for Water Stewardship (AWS) (www.a4ws.org) is a global membership-based network of businesses, civil society organisations and the public sector dedicated to promoting the responsible use of freshwater. AWS Members contribute to the sustainability of shared water resources through the adoption and promotion of a universal framework for the sustainable use of water – the International Water Stewardship Standard or AWS Standard – that drives, recognises and rewards good water stewardship. AWS is a growing organisation with a dynamic, international team, and we are now seeking a Programme Coordinator to play a key role in driving our mission forward.

ABOUT THE ROLE

Reporting to the Programme Lead, the Programme Coordinator will play a key role in advancing AWS's mission to ignite and nurture global and local leadership in credible water stewardship across Mexico and Latin America.

Working collaboratively with AWS colleagues, members, partners and stakeholders, the Programme Coordinator will help establish and grow AWS's presence in Mexico by strengthening partnerships, expanding membership, facilitating knowledge exchange and advancing the adoption of the AWS System. The role will also contribute to programme, partnership and membership activities across Latin America, fostering regional collaboration and the exchange of knowledge and best practices.

The Programme Coordinator will help build a vibrant water stewardship community by connecting businesses, government agencies, civil society organisations, financial institutions, academia and local practitioners around shared water challenges. This includes establishing and growing local water stewardship networks, Communities of Practice, member-led working

groups, national and regional events, publications, communications, place-based programmes and strategic partnerships that strengthen collaboration and demonstrate the value of credible water stewardship.

AWS advances its mission through the growth and engagement of its membership, the adoption of the AWS Standard System, place-based programmes including the AWS Accelerator, training and certification, strategic partnerships, and knowledge-sharing initiatives. The Programme Coordinator will help strengthen and connect these mechanisms to grow AWS's impact and advance credible water stewardship across Mexico and Latin America.

ASSIGNMENT OVERVIEW

The Programme Coordinator will help strengthen AWS's presence in Mexico by building partnerships, engaging Members and stakeholders, coordinating programmes and learning activities, and supporting the adoption of the AWS Standard System. The assignment will focus on practical delivery, stakeholder coordination, knowledge sharing and measurable progress against agreed deliverables.

KEY RESPONSIBILITIES

1. Advance water stewardship in Mexico and Latin America

- Advance the implementation of AWS's mission and strategy in Mexico while contributing to regional initiatives across Latin America.
- Build and maintain relationships with AWS Members, businesses, government agencies, civil society organisations, financial institutions, academia and other strategic stakeholders.
- Identify opportunities to grow AWS Membership, strengthen strategic partnerships, and expand the adoption of the AWS System.
- Foster collaboration to advance credible water stewardship and increase AWS's impact across Mexico and Latin America.
- Convene and connect stakeholders from business, government, civil society, academia and the finance sector to strengthen collaboration and advance collective action on shared water challenges.

2. Grow AWS Membership and strategic partnerships

- Lead or support the recruitment, onboarding, engagement and retention of AWS Members across Mexico while contributing to membership development across Latin America.
- Build strong relationships with members to maximise engagement with the AWS System and participation in AWS initiatives.
- Develop and maintain strategic partnerships that support AWS's mission and expand the reach and impact of water stewardship.
- Identify and pursue opportunities for collaboration with public, private and civil society organisations.

3. Develop and deliver programmes and strategic initiatives

- Develop, coordinate and deliver AWS programmes and strategic initiatives across Mexico, including the AWS Accelerator, while contributing to regional initiatives across Latin America.

- Support the identification, development and implementation of new programme opportunities, partnerships and funding proposals.
- Undertake stakeholder mapping, research and consultations to inform programme development and delivery.
- Coordinate programme planning, budgeting, contracting, reporting, monitoring and evaluation to ensure effective delivery and continuous improvement.

4. Facilitate learning and knowledge sharing

- Establish, grow and coordinate local water stewardship networks, Communities of Practice, member-led working groups and learning exchanges that foster collaboration, peer learning and knowledge sharing across Mexico and Latin America.
- Develop and deliver AWS Standard System Training, workshops, webinars and stakeholder dialogues that build capacity and promote the adoption of the AWS System.
- Lead the planning, development and delivery of the Mexico Water Stewardship Forum and support other regional events that strengthen engagement and collaboration.
- Develop, curate and disseminate case studies, publications and other knowledge products that capture, showcase and promote water stewardship experiences, good practices and lessons learned across Mexico and Latin America.

5. Support AWS Standard adoption and certification

- Promote the AWS Standard System as a leading framework for credible water stewardship across priority sectors and catchments.
- Support organisations in implementing the AWS Standard and progressing towards certification through technical guidance, coordination and stakeholder engagement.
- Identify and develop opportunities to expand the adoption and effective implementation of the AWS Standard System through partnerships, programmes and capacity-building initiatives.
- Champion continuous improvement in water stewardship by promoting good practice, sharing lessons learned and supporting collaborative implementation.

6. Communications, representation and organisational Learning

- Represent AWS at meetings, conferences, industry forums and stakeholder events across Mexico and Latin America, promoting AWS's mission, membership and the AWS System while building strategic relationships.
- Develop and deliver communication and engagement initiatives that raise awareness of credible water stewardship and promote AWS Membership, programmes, publications, events and opportunities for collaboration.
- Prepare high-quality presentations, reports, briefing notes, proposals and communication materials for internal and external audiences.
- Capture and share lessons learned, success stories and best practices through publications, case studies and other knowledge products to strengthen organisational learning and demonstrate impact.
- Monitor and report on programme performance, stakeholder engagement and key outcomes, contributing to organisational reporting, impact measurement and continuous improvement.

KEY DELIVERABLES

We are looking for an exceptionally organised and proactive individual with 5 to 10 years of relevant professional experience and a proven track record of building strategic partnerships, coordinating multi-stakeholder initiatives and delivering impactful programmes.

- Stakeholder mapping and engagement plan for priority sectors, catchments and partners in Mexico.
- Coordinated delivery of agreed programmes, learning activities, workshops and stakeholder dialogues.
- Membership and partnership development actions that support AWS engagement, retention and growth.
- Knowledge products, case studies or communication materials that capture learning and demonstrate impact.
- Regular progress updates and a final assignment report summarising activities, outcomes, risks and recommendations.

REQUIRED EXPERIENCE

- Proven experience coordinating programmes, partnerships or multi-stakeholder initiatives, ideally in water stewardship, sustainability or natural resource management.
- Strong stakeholder engagement skills, with the ability to build trusted relationships across business, government, civil society, academia and partner organisations.
- Ability to plan, coordinate and deliver workshops, learning activities, events, reports and knowledge products to a high standard.
- Excellent written and spoken English and Spanish, with clear communication skills for diverse technical and non-technical audiences.
- Highly organised, self-motivated and comfortable working independently in a remote, international team while managing multiple priorities and deadlines.

HOW TO APPLY

If you want to help shape the future of water, work with a team of dedicated people from around the world and get the opportunity to deliver fantastic results, we want to hear from you.

To apply, please complete our [online application form](#).

You should include the following:

- A covering letter in English explaining why you are interested in the position and demonstrating how you meet the job description.
- Your current CV in English with email addresses and telephone numbers of two referees.
- An indication of when you would be available to take on the role, if selected.

If you have any issues completing the form, [please contact us](#).

Closing date for applications is 24 August 2026.

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

AWS is an equal opportunities employer and does not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

AWS will comply with all relevant Privacy and GDPR regulations regarding candidate data retention.