

## Contracting Coordinator

**Position Title:** Contracting Coordinator

**Office Location:** Sacramento or Chico, CA

**Reports to:** Contracting Director

**FLSA Status:** Full-Time Non-Exempt

**Compensation:** \$26.00/hr- \$33.00/hr

A thriving future for California's environment and communities requires bold vision, creative problem-solving, and relentless determination. This is a critical decade for action and River Partners is growing our team of talented, dedicated change-makers to meet the challenge head on. Join us!

### Who We Are

A tenacious nonprofit founded in 1998, **River Partners brings life back to California rivers.** We advance an innovative model of conservation that harnesses the power of restored riverways to create a thriving future for the state's environment and communities.

Blending modern farming practices, cutting-edge science, and diverse alliances, River Partners reforests and reconnects river landscapes and critical wildlife corridors at an unprecedented pace and scale. We've restored more habitat along impaired California rivers than anyone else in the western U.S., having led hundreds of projects across nearly 20,000 acres throughout California. Our efforts result in a suite of tangible wins for struggling wildlife, flood safety, climate resiliency, water conservation, healthy communities, and strong local economies. We are growing fast and looking for passionate team members to help us increase our pace and scale of restoration.

### Why We Do It

Healthy rivers are essential for a vibrant California. They provide fresh water for growing our food, economy, communities, and wildlife found nowhere else. Rivers support more species and in greater numbers than any other ecosystem in California—making our state a worldwide biodiversity hotspot. Yet just 5% of our native riverside habitat remains. What's left needs reviving.

The actions we take during this decade will decide California's future. With their exponential benefits for wildlife, natural resources, and communities, healthy rivers are critical for a flourishing Golden State for generations to come.

### Why You Should Join Us

River Partners offers competitive salaries and benefits, including comprehensive health care insurance, flexible spending accounts, a 401(k) plan with immediate employer matching, paid time off, life insurance, disability coverage, employee assistance programs, other well-being benefits.

We're proud of our supportive culture and focus on work-life balance.

**Position:** The Contracting Coordinator works with the Contracting Director, Director of Operations, the Chief Finance Officer, the Operations Team and the Science and Development Teams and Communications Team, and Heritage Growers to coordinate and streamline River Partners protocols for new bid opportunities and track leads and prepare various contracts. The position provides support and guidance of contracting for River Partners restoration projects as new opportunities continue to grow across California. The Contracting Coordinator works with River Partners staff to facilitate contracting and assist the Contracting Director with oversight of vendor contracts to ensure written quality and expedited delivery of contracts. This position will also assist with project proposal submittals, review of bid opportunities, and find solicitations on web-pages. The Contracting Coordinator interacts directly with River Partners administrative team to deploy process improvements for organization policy compliance, tracking leads and contracting and quality control for grants and contract work.

**Supervisory Responsibilities:** This position does not have supervisory responsibilities, but interacts with all levels of management.

**Essential Functions and Responsibilities:**

- Maintains River Partners' Statement of Qualifications materials to support contract bids
- Provide support to River Partners' Team needs related to Master Service Agreements, vendor subcontracts and revenue bid contracts
- Coordinate the preparation of revenue bids for contracting projects and assist with internal routing and submittals
- Maintain data input for project tracking and Development Team informational needs
- Assist the Contracting Director with change orders, agreement templates, requests for information, amendments, and bid preparation
- Identify and track River Partners' potential contracting opportunities and teaming with lead (prime) contractors and subcontractors
- Improve and automate contracting and purchasing processes in tandem with Finance and Accounting
- Help River Partners be included in Preferred Vendor lists with lead (prime) contractors; add subcontractors to River Partners' Preferred Vendor list

**Knowledge Skills and Abilities:**

- Possess practical experience working with California (position) related contracts and environmental improvement practices
- Be passionate about River Partners' purpose and help assess vendors' commitment to this purpose
- Ability to understand and use current search engines online to find RFQ, RFP, and SOQ solicitations
- Must enjoy working with diverse people, backgrounds and organizations to get things done

- Demonstrate cooperative behavior with colleagues, supervisors, and managers at all times
- Ability to apply logical thinking and sound judgment to a wide range of practical problems
- Effectively communicate information orally and in writing
- Be both a key resource in a team environment and be able to work independently to achieve goals and meet deadlines
- Demonstrate good organizational skills, ability to work under multiple deadlines, and flexibility to handle changing priorities
- Commitment and enthusiasm to carry out River Partners mission.

### **Qualifications:**

- BS in English, construction management, agriculture and land management, business, computer science, conservation, ecology or related fields
- Hands-on familiarity with project management software
- Minimum of two years of appropriate work experience
- Demonstrated experience with contracts
- Experience developing contracts and agreements with standard general provisions and or familiarity with technical specifications
- Driver's license with no restrictions

To learn more about River Partners leading approach to restoring California ecosystems, please visit our website: <http://riverpartners.org>

## **To Apply**

**Please submit a cover letter, resume, and contact information for three references to the link below**

[Careers at River Partners](#)

### **River Partners is an Equal Opportunity Employer.**

River Partners is an Equal Opportunity/Affirmative Action (EEO/AA) Employer. All qualified applicants will receive consideration without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, religion, age, status as a protected veteran, status as an individual with disability, or any other protected group status or non-job related characteristic as directed by law.