



Position Title: Planning Coordinator

Location: Central Valley preferred; other locations within California acceptable if within driving distance of Central Valley

Reports to: Planning Director

FLSA Status: Exempt Full-Time

Compensation: \$90,000-\$100,000.00 Annually

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 Description:

The Planning Coordinator works with the Planning Director and other members of the River Partners team to identify, cultivate and evaluate opportunities for future restoration projects. As a result of this person's efforts, River Partners will be able to fundraise for, design, permit and implement new projects.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Essential Functions and Responsibilities of This Position Include:

- Assist in development and execution of planning contracts and other activities designed to identify develop project opportunities for River Partners
- Conduct outreach to partner organizations, agencies, landowners, and interested parties as needed to advance planning efforts and help identify project opportunities for River Partners
- Assist in the identification and pursuit of funding opportunities for RP project opportunities analysis, planning, design and implementation
- Assist with RP engagement in federal, state, regional and local planning processes, and multiparty collaboration efforts in which RP is participating
- Assist with outreach to federal and state policymakers and elected officials on behalf of RP projects and priorities
- Assist Planning Director in administrative aspects of project management, including invoicing, progress reporting, project startup, contracting, and related tasks
- Develop and deliver presentations to interested parties and the public, attend public events and other gatherings to promote the organization and its mission
- Travel to project opportunity sites to interact with landowners, planners and others and evaluate project opportunities.
- Perform other assignments from time to time as requested to achieve departmental and organizational goals (for example, assisting in interdepartmental trainings, supporting media outreach, etc).

Desired Knowledge Skills and Abilities:

- Experience or strong familiarity with hydrology and/or ecology of Central Valley rivers and floodplains
- Experience with planning, stakeholder engagement and/or issue advocacy on topics pertinent to Central Valley river and floodplain restoration
- Experience or strong familiarity with Central Valley governance institutions, community organizations, environmental non-profits, tribal entities, and/or water agencies
- Ability to work and communicate effectively with people from diverse backgrounds and circumstances.
- Strong analytical ability to assess complex situations and apply problem solving strategies
- Excellent written and oral communication skills
- Integrity and ethics beyond reproach
- Commitment and enthusiasm to carry out River Partners mission

Qualifications:

- Graduate degree in planning, environmental science, environmental design or related field; or undergraduate degree in any of the above fields with additional directly relevant professional experience
- Five or more years of experience in natural resource management or restoration
- Valid California 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](#)

Working Conditions/Physical Effort:

Does this job have any travel requirements? Yes No

Percentage of time spent traveling:

- 10-25%
 26-50%
 >50%

Travel is by (check all that apply):

- Car
 Airplane
 Other: _____

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time--% of Work Week			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Amount of Time--% of Work Week

	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time--% of Work Week			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Describe the specific job duties that require the physical demands selected above:

- Occasional visits to active restoration sites and/or active agricultural sites
- Sitting at a desk and using computer and other electronic devices

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.