

Field Administrative Assistant

Position: Field Administrative Assistant

Location: Modesto

Status: Full Time, Non-Exempt

Reports to: Field Manager

Compensation: \$18.00-\$24.00 hourly

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, tenacious change-makers to meet the challenge head on. Join us!

Who We Are

River Partners brings life back to California rivers. We've revitalized more habitat along impaired California rivers than any other entity in the western U.S., having led hundreds of projects across nearly 20,000 acres throughout California. We restore thriving native forests and ecosystems that support imperiled wildlife, improve flood safety, boost the state's climate resilience, replenish and improve freshwater resources, create open space for communities, and build stronger local economies. Since 1998, we have pioneered an innovative, entrepreneurial approach to conservation, combining modern farming, cutting-edge science, and diverse partnerships.

Position Description

The Field Administrative Assistant supports field managers and field staff in the Modesto or Colusa office and across the organization with day-to-day technical and administrative activities. These include supporting staff in assigned project-based work, editing, proofreading and formatting technical reports, proposals and other documents, and collection and management of various forms of technical data; and working in Deltek Vantagepoint to ensure projects, milestones, activities, schedules, budgets and other information is current and accurate. In addition, this position will assist in developing proposals to comply with the Request for Proposal, Request for Qualifications, or inquiry from clients as requested by project managers.

Supervisory Responsibilities

This position does not have supervisory responsibilities but interacts with all levels of management.

Essential Functions and Responsibilities

- Work with the Field Team to support project management as requested.
- Assist with creating project submittals and coding.
- Assist in technical document and report preparation, data management and tracking, and data collection and analysis as requested.

- Help to create and maintain clear procedures for various field processes.
- Input monthly equipment and labor hours.
- Create and maintain project folders: Information, Specs, Requirements and Contacts
- Use NRDS app to assist in compiling invoicing data.
- Attend Operations Team meetings, support Operations Team communication using organizational tools including Vantagepoint, SharePoint, and MS Teams notebooks and calendars as requested.
- Help to create and maintain clear procedures for various field processes as requested.

Required Knowledge, Skills, and Abilities

- Possess practical experience working with California (position) related contracts and environmental improvement practices
- 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

- Hands-on familiarity with project management software
- Minimum of two years of appropriate work experience
- Experience Microsoft Office Suite software required. Experience working with Deltek Vantagepoint preferred.
- Driver's license with no restrictions

Compensation & Benefits

Non-Exempt position. Pay Range \$18.00-\$24.00 Hourly



River Partners offers a generous benefits package including ample holidays and paid time off, an alternative work week schedule, flexible location and hours, health insurance, and up to 4% 401(k) match on your contribution

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.