

Position Title: Operations Specialist
Status: Full-time, Exempt
Location: Turlock, California or home office in the San Joaquin Valley
Reports to: Director of Operations



Do you love the Central Valley? Do you want our communities to have healthy beautiful rivers for generations to come? Are you excited to work with a team of ecologists, farmers, and entrepreneurs who really get stuff done? If you answered yes to all of these questions, River Partners needs your help. Notwithstanding our accomplishments and awards, the single best thing about River Partners is the people. Our staff is committed, creative, collaborative and diverse. We produce amazing results and have a lot of fun along the way.

What We Do:

We give new life to river landscapes that protect communities from damaging floods, support diverse wildlife populations, and connect people to water. We design and deliver large river restoration projects across California, using bulldozers and tractors, tablets and binoculars, all for the benefit of communities and natural resources. As the largest habitat restoration contractor in western North America, we are gearing up to head back to work as community-based, green economic stimulus.

Organizational Summary:

River Partners helps local communities revitalize rivers across the state of California. We are a private, non-profit organization with offices in Chico, Sacramento, Turlock, and San Diego. As a project-focused company, we believe in the power of demonstrating environmental improvement through large-scale river restoration and empowering others through partnership and collaboration.

Position Description:

The Operations Specialist works with the Directors of Operations and Science to effectively manage specific assignments supporting multi-million dollar and multi-year riverside native plant restoration projects across California. Specific assignments may include: wild native seed collection, processing and tracking; trainings for biologists and field technicians; logistics management for equipment and supplies; leading teams on special projects and assignments; weed control and herbicide program data management; logistics and data management for community engagement events on restoration projects; project development; and outreach and engagement with tribes and community land managers along river corridors. Some travel is required.

The Operations Specialist reports directly to the Director of Operations.

Travel is expected up to 8 days per month.

Essential functions and responsibilities of this position include:

- Under direct supervision of the Director of Operations, lead, direct and manage special programs in support of native plant restoration projects.
- Collaborate with Science team to identify, plan and manage riparian restoration actions that are ecologically significant, feasible, and locally supported.

- Collaborate with Development team to develop successful proposals to fund restoration projects.
- Build effective partnerships and coalitions with a diverse group of stakeholders to advance River Partners' mission and projects.
- Lead and manage community engagement activities such as planting events and tours in partnership with other teams at River Partners.
- Oversee project management and ensure that activities, budgets and milestones are coordinated and updated on a frequent basis to ensure that project scheduling, spending and reporting can expeditiously support project objectives and billing cycles.
- Develop scoping requests for subcontract work and enter into agreements to ensure that cost and quality expectations are met.
- Interface with vendors and labor crews to make sure deliverables and safety goals are met
- Support River Partners' President, Senior Managers, and Regional Staff in developing strategic plans, budgets, and marketing materials.
- Coordinate with agency staff and conservation partners in the successful implementation of River Partners' projects.
- Initiate and direct changes to increase efficiency and meet objectives.
- Establish and coordinate productive partnerships with the agricultural community, conservation organizations, and local, state and federal agencies.
- Represent River Partners before the general public, elected officials, agencies, stakeholders, and non-profits to generate support for River Partners programs.
- Other duties as requested.

Essential Knowledge Skills and Abilities:

- Must enjoy working outdoors with diverse people and organizations to get things done.
- Creatively solve problems and learn new skills.
- Effectively communicate complicated farming and biological information orally and in writing.
- Possess knowledge of ecological restoration techniques and California plants, riparian ecology, hydrology, soils and /or wildlife.
- Ability to work on both a team environment and independently.
- Demonstrate good organizational skills, ability to work under multiple deadlines, and flexibility to handle changing priorities. Must be able to remain dedicated and focused on multiple tasks.
- Excellent verbal, analytical, organizational and written skills.
- Integrity and ethics beyond reproach.
- Commitment and enthusiasm to carry out River Partners mission.

Qualifications:

- BS in agriculture, biology or related fields are encouraged to apply. Relevant work experience a substitute for college degree.
- Minimum of eight years of appropriate work experience.
- Proven ability to delegate and coordinate a series of tasks on a tight deadline.
- Basic knowledge of data management including some databases and scheduling software.

- Demonstrate an understanding of farming practices and native plant materials cultivation.
- Proven success in managing multiple simultaneous projects and deadlines while successfully meeting project objectives within budget.
- Experience working with Microsoft Office Suite software.

To apply email your resume, cover letter and 3 references to:

Jobs@riverpartners.org, Subject: Operations Specialist Position

Or send an application via mail to:

River Partners

Attn: Operations Specialist Position

580 Vallombrosa Avenue, Chico CA 95926.

Please no telephone calls.

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.