



RIVER PARTNERS

Job Description

JOB TITLE

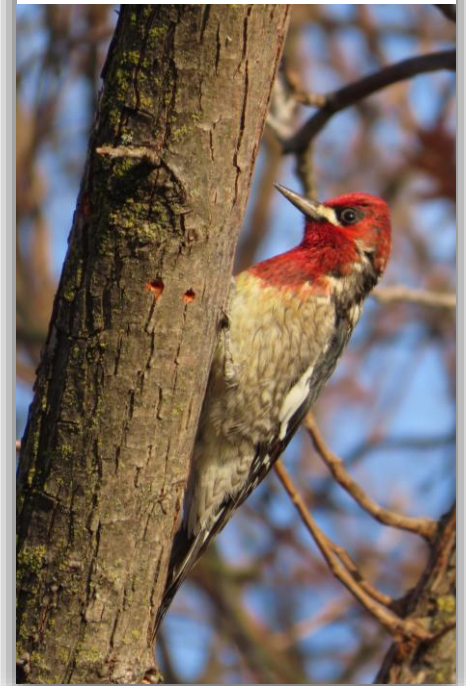
Restoration Project Coordinator

LOCATION

Chico, Sacramento, Modesto, or San Diego, California

REPORTS TO

Director of Grants



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

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 enrich 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.

We are meeting the urgent need this decade to restore our riverways and seek passionate team members to help us grow our restoration footprint at an unprecedented pace and scale.

Why We Do It

Healthy rivers are California's essential arteries that sustain our food systems, economies, communities, and wildlife found nowhere else on earth. Our riverways 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.

State and federal commitments call for exponentially increasing the pace and scale of river ecosystem repair to adapt to accelerating climate impacts. With their critical role in sustaining wildlife, natural resources, and communities, healthy rivers are essential for a flourishing Golden State. The actions we take to restore our riverways during this decade will decide California's future 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, life insurance, disability coverage, employee assistance programs, and other well-being benefits. We're proud of our supportive culture and focus on work-life balance. We strive to create an environment that brings fulfillment to our team members' personal lives by offering paid time off, an alternative work schedule, and flexible hours.

Position

As a Project Coordinator, you will support project managers and development staff in the Chico, Sacramento, Modesto, and San Diego offices and across the organization with high-impact technical, planning, and administrative activities to deliver the largest ecosystem restoration projects in California. Your work includes supporting staff in project management, such as schedule and deliverable tracking, client communications, and budget tracking; editing, proofreading and formatting technical reports, proposals, contracts, permits and other documents; and collection and management of various forms of technical and project financial data; also working in Deltek Vantagepoint to ensure projects, milestones, activities, schedules, budgets and other information is current and accurate.

Essential Functions and Responsibilities

Restoration Proposal Development

- Work with the Science, Development, Operations and Administrative Teams to coordinate the work of proposal development – gathering required materials, writing, researching, editing and preparing scopes and budgets.
- Develop grant and contract proposals for a wide variety of funding agencies, natural resource agencies, land managers, and local governmental agencies.
- Assist in the preparation of proposal submittals and routing of documents, contracts, subcontracts, and other agreements for review, approval, and signature.
- Support the development of complex budgets, draft budget justifications, secure internal approvals, liaise with sub recipients, check proposal documents for compliance, and work closely with the Director of Grants for organizational review and submission.
- Assist the Communications Team in assembling, revising and maintaining current Statement of Qualifications (SOQ) and other organizational marketing materials for use in bid and proposal preparation.

Restoration Project Coordination

- Serve as a communications hub for project managers at River Partners and external clients and partners - track and monitor project deliverables, timelines and budgets and work with colleagues and partners to anticipate and mitigate project changes during projects lifecycles.
- Create, update, and maintain project data files within Deltek Vantagepoint ERP to provide accurate and relevant information for a variety of purposes including project financial planning, metrics and impact reporting, and external communications.
- Collaborate with Administrative Team at River Partners to support Project Managers to appropriately schedule and budget resources to deliver large-scale river and floodplain restoration projects across the region on time and within budget expectations.
- Coordinate with Project Managers to create and distribute project invoices and progress reports as per grant agreement or contract terms.
- Attend recurring, internal meetings relevant to the tasks being managed, which may include Science, Operations, and Regional Team meetings.
- Lead internal team communication using organizational tools including Vantagepoint, SharePoint, and MS Teams notebooks and calendars.
- Help to create and maintain clear procedures for various administrative processes.
- Respond to inquiries in a timely manner using effective interpersonal communication, critical thinking and problem-solving skills.

Required Knowledge, Skills, and Abilities

- Ability, vision, and energy to collaborate with all River Partners' teams (Development, Science, Operations, Administrative and Communications), as well as dozens of external partners to secure and manage complex, multi-million-dollar restoration projects along rivers in California.
- Capability to track and monitor project deliverables, managing multiple deadlines with poise and accuracy.
- Enthusiasm and ability to report to clients and funders, as well as maintaining good working relationships with a diverse group of colleagues.
- Familiarity with subcontracting, routing, scheduling, and progress reporting for grants and contracts.
- Strong writing and analytical skills – must be able to read detailed documents and synthesize relevant information rapidly, communicate clearly with team members, and prepare cohesive written products independently and through collaboration.
- Creatively solve problems and learn new skills.
- Experience with project management software and contract deliverable tracking.
- Ability to work in both a team environment and independently.
- Must be able to remain dedicated and focused on multiple, time-bound tasks.

Qualifications

- Bachelor's degree or associate degree and minimum of 3 years of experience in a professional office environment or equivalent combination of education and experience.
- Proficiency in working with Microsoft Office Suite (Word, Excel, Teams, PowerPoint, Outlook), and SharePoint.
- Experience working with Deltek Vantagepoint.
- Strong verbal and written communication skills that meet business communication standards for email and correspondence.
- Excellent organizational skills, time management, and attention to details are essential.
- Commitment and enthusiasm to carry out River Partners' mission.
- Proven experience working with public agencies (preferred) and familiarity with grant programs or grant management.

Compensation

Salary is commensurate with experience, anticipated to range between \$24.04 to \$31.25 hourly or \$50,000 and \$65,000 annually. River Partners offers a generous benefits package including ample holidays and paid time off, an alternative work week schedule, flexible location and hours, medical insurance, and up to 4% 401 (k) match on your contribution.

Location

This position reports from our San Diego, Chico, Sacramento, or Modesto office. Some travel is required. A hybrid schedule may be approved after the introductory period.

To Apply

Please submit a cover letter, resume, and contact information for three references in a PDF saved with your last name and the position job title separated by an underscore (e.g., Smith_Project Coordinator) to jobs@riverpartners.org.

Application Deadline

Review of applications will begin immediately and continue until this position is filled.

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, gender expression, marital status, pregnancy, disability, medical condition religion, age, military or veteran status, or any other protected group status or non-job related characteristic as directed by law.