



Job Description: Restoration Project Coordinator

Location: San Diego, Chico, Sacramento, or Modesto, California

Status: Full-time, Non-Exempt

Start date: Flexible

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, 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.

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 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 Description

As a Restoration Project Coordinator, you will support project managers and development staff in the Chico, Modesto, and San Diego offices and across the organization with day-to-day technical, planning, and administrative activities. These include supporting staff in assigned project-based work; 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

Proposal Development

- Work with the Science, Development, Operations and Administrative Teams to support proposal development as requested.
- Develop administrative components of 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.

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 as requested.
- Help to create and maintain clear procedures for various administrative processes as requested.
- Respond to inquiries in a timely manner using effective interpersonal communication, critical thinking and problem-solving skills and methods as appropriate to address questions and/or concerns.

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 (preferred) or other project-based enterprise resource planning (ERP) platform.
- 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.

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

Working Conditions/Physical Effort

Overall: Standard office working conditions.

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: _____

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

- Working on a restoration site with agricultural-type equipment.
- Working at a computer, using a copier, and reading documents.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to handle or feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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

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.