

Application Deadline: **January 02, 2022**

## Job Title: Program Administration Manager

**Location:** Sacramento, CA

**Position Type:** Full-time

**Expected Start Date:** Q1 2022

**Who we are:** The Freshwater Trust (TFT) is a non-profit leader in watershed analysis, restoration/ conservation program design, and implementation. Our team members are building tools and creating and testing new solutions that will help to create resiliency in our rivers. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data, and results (see our [Core Values](#)).

With headquarters in Portland, OR, TFT employs 45+ team members across Oregon, Idaho, Washington and California. We currently have three physical offices in Portland, Ashland, OR and Sacramento, CA. Our team members range in background and skillset; teams include a philanthropy and fundraising team, communications team, science and analytics team, restoration team, legal team, finance team, and administrative and systems support.

**Who you are:** The Program Administration Manager will be a highly organized multi-tasker with excellent interpersonal skills who enjoys working with technical teams and finds joy in an organized spreadsheet. Primarily responsible for the administration of an existing groundwater and habitat conservation project with a wastewater utility in northern California, this position will involve internal team coordination and oversight of deliverables, timelines, and budget. The Program Administration Manager will also support additional projects, business development and outreach efforts, and other duties as assigned. This position reports to a Senior Conservation Project Manager in Sacramento.

### Position Responsibilities:

- Contract administration, including but not limited to: team task and deliverables coordination; scope of work tracking, staff delegation of tasks; budget tracking; timeline management; deliverables production and review management; partner communications; meeting documentation, and coordination of internal and external partner meetings.
- Collaborate with The Freshwater Trust's technical teams to meet project scope requirements.
- Manage simple databases to store and track data from outreach program participants.
- Develop a sophisticated understanding of the complex technical, social, and political contexts for watershed-scale programming.
- Local travel required for this position; at times travel may be expected on short notice. Travel and other work-related assignments may occasionally include weekends. Trips to Portland, OR may occur 2-3 times per year.

### Desired Skills and Qualifications:

#### *Qualities and skills:*

- Strong time-management skills with ability to be flexible and responsive to changing task priorities.

- Well versed in a variety of technological tools to manage databases, track projects and communications, schedule and coordinate video conference meetings, edit and revise communications materials, update web content, etc.
- Ability to quickly learn and adapt to new tools and processes.
- Highly responsible, trustworthy, dependable with a strong sense of ethics; and passionate about the mission and vision of The Freshwater Trust.

*Qualifications (don't count yourself out if you aren't able to meet some of these qualifications!):*

- Bachelor's degree in natural sciences, natural resource management or policy, water resources or related field, master's degree a plus
- 5+ years' experience with large projects, including project set-up, and task and budget oversight
- Familiarity with northern California watersheds
- Strong general knowledge of water quantity, quality, agricultural BMPs and conservation actions
- Demonstrates professionalism in communications with team members, clients, and in written documentation
- Capacity to proactively juggle multiple tasks and competing priorities within a high-energy environment

**Seeking Perseverant, Creative and Energetic Candidates Who:**

- Have a passion for the mission and values of The Freshwater Trust
- Exhibit professionalism, confidence, intellectual curiosity, and resilience.
- Are simultaneously team-oriented and strong individual contributors.
- Possess a valid driver's license.
- Are fully vaccinated against COVID-19.
- Hold legal authority to work permanently in the US.

**Compensation:**

- Competitive salary based on experience
- The Freshwater Trust believes in investing in our employees, their health, and future through our benefits offerings. Our total rewards package includes full health and dental coverage, automatic retirement employer contributions, commuter benefits and cell phone reimbursement. Because we are all in, we value getting out, and support our staff with 5 weeks of paid time off plus over 10 paid holidays per year. We also offer perks such as staff retreats, sabbatical for full time staff after seven years, and professional development opportunities.

**Application Instructions:**

- Interviews will be held in January 2022
- Supply a Cover Letter, Resume, and a list of 3 references into a single PDF not to exceed 5MB
- Submit required information and documentation at:  
<https://app.smartsheet.com/b/form/ea41bb8c4b1a4bc2bd1b55fb6942e961>

*Interested candidates from historically underrepresented communities are strongly encouraged to apply. The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. ADA accommodations will be provided upon request.*