

**Application Deadline: Position Open Until Filled**

**Job Title:** Program Support Analyst

**Location:** Sacramento, CA

**Position Type:** Full-time

**Expected Start Date:** January 2023

**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 55+ 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 science and analytics, restoration, legal, philanthropy and fundraising, communications, finance, and administrative and systems support. As the California programs and projects continue to expand, we are seeking a Program Support Analyst to work closely with the California team to support ongoing work.

**Who you are:** The Program Support Analyst has experience supporting technical teams and providing analysis and documentation to meet client needs. You enjoy research and analysis and have a “figure it out” working style. As a key California team member, your work would include the analysis and synthesis of a variety of technical and scientific topics related to protecting and restoring freshwater ecosystems. Topics include but are not limited to groundwater and surface water dynamics, as well as species uses of riverine, riparian and wetland ecosystems. Demonstrated ability in providing clear communication in verbal, written, and graphical forms is critical, and samples may be requested. The Program Support Analyst will report to the California Programs Director and would work closely with the entire California team.

**Position Responsibilities:**

- Achieve a comprehensive understanding of TFT’s existing program goals, systems, and tools
- Preparation, coordination and completion of grant and client summary reports, implementation guidance, communications materials and grant support materials
- Prepare or update existing analyses in support of communications, such as creating technical tables and figures
- Support program implementation efforts related to water management and habitat restoration programs; this may include preparing technical documents at the client’s request, often related to project area species of concern and ecological systems.
- Provide standard technical analysis in support of reports and documentation
- Conduct QC of data and analysis as part of report preparation
- Attend public meetings and provide support to the program team
- Support programs in other TFT offices as needed, although primary responsibilities will be in California

**Desired Skills and Qualifications:**

*Qualities:*

- Commitment to learning and effective communication of our analyses
- The ability to adapt to new processes and contexts quickly

- Relational & collaborative: excel in building trust and finding common understanding between diverse stakeholders, and working with others to achieve multiple benefits
- Highly responsible with a strong sense of ethics; trustworthy, dependable, and passionate about the mission of TFT to protect and restore freshwater ecosystems

**Skills:**

- Exceptional writer; able to distill complex scientific or policy concepts for broad audiences
- Analytical thinker, able to integrate and distill the connection between the physical and biological environment in a fast-paced environment
- Strong and time-management skills with ability to be flexible and responsive to changing priorities
- Capacity to proactively juggle multiple tasks and competing priorities within a high-energy environment
- Strong proficiency in Excel and other basic analytical tools; experience with statistics a plus

**Qualifications:**

- Bachelor's degree in biological sciences, natural resource management or policy, water resources or related field, master's degree a plus
- 3+ years' experience in analysis or technical writing outside of academia
- 3+ years' experience in field work outside of academia
- Demonstrated experience in the research for, preparation, coordination, and review of scientific or science policy reports
- Strong working knowledge of freshwater ecosystems, including groundwater, water quality, agricultural BMPs and conservation actions
- Able to work in complex multi-disciplinary team environments with nominal supervision
- Familiarity with northern California watersheds, surface and groundwater policy

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

- Exhibit professionalism, confidence, intellectual curiosity, and resilience
- Are fully vaccinated against COVID-19
- Hold legal authority to work permanently in the US

**Compensation:**

- \$72,000 - \$80,000 annual salary
- 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:**

Supply the following three items in a single PDF: cover letter; resume; and 3 references [here](#).

*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.*