
Application Deadline: Position Open Until Filled**Job Title:** Technical Program Coordinator**Location:** Sacramento, CA**Position Type:** Full-time**Expected Start Date:** Summer 2025

Who we are: The Freshwater Trust (TFT) is a non-profit leader in data-driven watershed restoration and freshwater resource management. Our team members are building tools and creating and testing new, scalable solutions that will help deliver measurable environmental and economic benefits. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data, and results (see our [Core Values](#)).

TFT employs ~50 team members with programs across California, Oregon, Idaho, Washington, and Colorado. We currently have three physical offices in Portland, OR, Ashland, OR and Sacramento, CA. Our team members range in background and skillset. Teams include science and analytics, program implementation, habitat 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 Technical Program Coordinator to work closely with the California team to support ongoing work.

Who you are: The Coordinator has experience supporting technical teams and coordinating documentation to meet client needs. You are highly organized, a problem-solver, 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. The Coordinator will report to the California Programs Director and will work closely with the entire California team in a hybrid work environment.

Position Responsibilities:

- Achieve a comprehensive understanding of TFT’s existing program goals, systems, and tools
- Engage with TFT Science & Analytics team to move program tasks forward
- Provide technical administrative support for scientific programs, including running reports, collecting and summarizing technical documents, and providing QA/QC of program and client requirements
- Contribute to grant and client summary reports, communications materials and grant support materials
- Perform occasional field work related to program implementation and monitoring
- Provide standard word processing review and editing for technical reports and documentation
- 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:*

- The ability to adapt to new processes and contexts quickly

- Highly collaborative across teams and comfortable asking questions
- Relational and collaborative; excel in building trust and finding common understanding between diverse stakeholders, and working with others to achieve multiple benefits
- Highly responsible and passionate about the mission of TFT to protect and restore freshwater ecosystems

Skills:

- Analytical thinker that can integrate and distill the connection between the physical and biological environment
- Strong 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
- Highly skilled in Microsoft Office

Qualifications:

- Bachelor's degree in biological sciences, natural resource management or policy, water resources or related field
- 3+ years' experience in program support or administration outside of academia
- Working knowledge of freshwater ecosystems, including groundwater and water quality
- Able to work in complex multi-disciplinary team environments
- Familiarity with northern California watersheds, and surface and groundwater policy

Seeking Perseverant, Creative and Energetic Candidates Who:

- Exhibit professionalism, confidence, intellectual curiosity, and resilience
- 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 5% retirement employer contributions (on top of salary), and internet and cell phone reimbursement. Because we are all in, we value getting away 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.