

Application Deadline: Position Open Until Filled

Job Title: Program Support Analyst

Location: Sacramento, CA¹

Position Type: Full-time

Expected Start Date: January 2025

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](#)). TFT employs ~50 team members across Oregon, Idaho, Washington and California. 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 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. The Program Support Analyst will report to the California Programs Director (currently recruiting) and will 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 and coordinate California office requests to the broader TFT Science & Analytics team by tracking of Jira progress on tasks
- 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:

¹ Hybrid work from the Sacramento office and home office

Qualities:

- The ability to adapt to new processes and contexts quickly.
- Highly collaborative across teams and comfortable asking questions.
- Relational & 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:

- 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 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.

Qualifications:

- Bachelor's degree in biological sciences, natural resource management or policy, water resources or related field; Master's degree a plus
- 2+ years' experience in analysis or technical writing outside of academia
- Demonstrated experience in the research for, preparation, coordination, and review of scientific or science policy reports
- Familiarity with NEPA, CEQA, CWA and permitting requirements
- Strong working knowledge of freshwater ecosystems, including groundwater, water quality, and conservation actions
- Able to work in complex multi-disciplinary team environments with nominal supervision
- 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, and internet 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.