



Plant Materials Sales Administrator

Location: Sacramento

Status: Full-time; non-exempt

Start date: August 15, 2024, or until filled

Reports to: Operations Manager

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

The Plant Materials Sales Administrator works with Heritage Growers' (a venture of River Partners) General Manager and Operations Manager to facilitate the sales of source identified native seeds, plants, and straw to support habitat restoration. This work includes the development of native seed and nursery plant bids and designs, assisting with plant and seed inventory management, advising customers and project partners on effective native seed and plant designs (with training provided) as well as providing general administrative support to Heritage Growers' management team in the operation of this dynamic and expanding business. Flexibility, creativity, and problem-solving skills are required to support the sales and general administration of the Heritage Growers business. The position requires a basic understanding of

habitat restoration, native seed, native plants, and native plant communities. Other work associated with this position includes, but is not limited to, assisting with data management, preparing supporting documents for sales, preparing annual reports, developing detailed budgets, assisting with grants management, and other administrative functions necessary to support the sales of native plant materials and assistance with Heritage Growers operations. Opportunities to occasionally assist with wildland seed collections and related field activities are possible for the right candidate.

Essential Functions and Responsibilities

- Developing seed and nursery quotes
- Developing seed designs in close consultations with the General Manager
- Inventory management
- Ability to have positive working relationships with various partners and collaborators
- Assistance with seed inventory management
- Interest in native seed and plants
- Ability to work independently under the guidance of the Heritage Growers management team
- Detailed record keeping
- Assisting with report preparation
- Assisting with grant administration
- Collaborate with different departments of River Partners on collections across the state of CA
- Other assignments as requested to achieve sales and administrative goals

Required Knowledge, Skills, and Abilities

- Exceptional time-management and organizational skills
- Able to quickly adapt and problem solve
- Demonstrate cooperative behavior with colleagues, supervisors, and managers at all times
- Strong working knowledge of common computer applications including excel
- Track record of delivering high-quality results under tight deadlines
- Can perform multiple tasks with competing timelines
- Ability to adapt quickly and problem solve
- Interest in native seed, plants, and habitat restoration

Qualifications

- Bachelor's degree in business administration, habitat restoration, natural resource management or other related disciplines. Substantial experience considered in lieu of educational qualifications.
- Strong verbal and written communication skills.
- Excellent organizational skills, time management, and attention to detail.



- Ability to work effectively in a team environment and independently.
- Commitment and enthusiasm to carry out Heritage Growers' mission.

Compensation

Non-Exempt position. Wages commensurate with experience, anticipated to range between \$26.00-\$28.00 dollars per hour. 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 will be based out of Sacramento, but significant amount of time is spent working out of home offices.

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 (Native Plant Materials Sales Administrator) to jobs@riverpartners.org.

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

Working Conditions/Physical Effort

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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Use hands to handle or feel	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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.