



JOB ANNOUNCEMENT

August 2024

Position: Project Coordinator

Applications Due: Open until filled

Who We Are

Valley Vision is a regional civic leadership organization serving primarily the greater Sacramento Region. Through collaboration and partnerships, Valley Vision serves as a regional convener across many intersected domains, including food and agriculture, economic development, climate resilience, broadband, and workforce, bringing a strong research and analytic approach to projects. Valley Vision works closely with agencies and organizations at the local, regional, state and national levels to bring resources, knowledge and positive outcomes to our communities.

Project Coordinator Position Available

Valley Vision is seeking a highly motivated individual to join as a Project Coordinator in our Clean Air and Climate and Food and Agriculture impact areas. The desired candidate will have a passion for the environment, the greater Sacramento region, and the prosperity and well-being of all residents. The desired candidate must be able to thrive in a fast-paced and collaborative environment. This position will primarily support the Clean Air and Climate and Food and Agriculture impact areas, with opportunities to support other impact areas. Individuals with experience working on climate change adaptation and resilience, food systems and agriculture, and/or community engagement initiatives are encouraged to apply.

Some activities the Project Coordinator will support include:

- Meeting and event planning, coordination, and follow up
- Policy research and synthesis
- Blog and report writing
- Project planning, implementation, and support
- Connecting and communicating with partners
- Website updates

The ideal candidate will have prior experience in the above activities as well as possess the following characteristics and qualifications:

- Ability to work independently to implement project tasks

- Able to enlist and develop relationships with stakeholders to support project implementation.
- Ability to manage task sequencing and execution, as well as delegation of activities to achieve project objectives within allotted timelines
- Effectively partner with other staff
- Communicate effectively with project and community partners
- Ability to work independently and collaboratively
- Comfortable working with a variety of software programs including Zoom, Google Suite, Microsoft Word, Excel, PowerPoint, and Slack. Familiarity with additional software and tools preferred
- Professional experience in a related field, such as in sustainable agriculture and food systems, public policy, environmental science, or urban and regional planning is preferred

The Project Coordinator is a full-time, non-exempt position. Typical hours are Monday through Friday from 8:30am to 5pm, however, may flex on occasion due to meeting or other work needs. Some telework may be available.

Benefits & Compensation:

- Starting wage of \$26.00 to \$28.00 per hour (approximately \$54,080 to \$58,240 per year)
- Full benefits package including health, dental, vision, and life
- 401K retirement plan with 4% employer contribution
- Access to Valley Vision’s Employee Assistance Program
- Cell phone stipend of \$75 per month
- 16 paid holidays per year
- 10 days of paid vacation, 15 days after 4 years of employment
- 10 days of sick time
- Paid time off to volunteer
- Fun and flexible work environment

Respond By:

Position is open until filled. Interested candidates are encouraged to apply as soon as possible. Interested individuals must submit a cover letter and resume in Google Doc, Microsoft Word, or PDF format to hr@valleyvision.org. Please indicate “Project Coordinator Application – [Your Name]” in the subject line of your email submission.

Equal Opportunity Employer Statement:

Valley Vision is committed to a diverse and inclusive workforce and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, ethnicity, physical disability, mental disability, medical condition, age, marital status, sex, sexual orientation, gender, gender identify and/or expression, pregnancy, childbirth, marital status, or status as a veteran.