



JOB ANNOUNCEMENT

Position: Project Associate

Date: March 2026

Applications Due: Open until filled

Who We Are

Valley Vision is a nonprofit with decades of experience in addressing the Capital Region's biggest challenges with coordinated solutions. Through collaboration and partnerships, Valley Vision serves as a regional convener and activator across many intersected domains, seeking to advance environmental, economic, and equity outcomes. 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.

To learn more, visit www.valleyvision.org.

Our Values

- **STEWARDSHIP:** We exist to serve our communities to advance social equity, environmental sustainability, and economic prosperity.
- **COLLABORATION:** We value building genuine connections that honor our communities and partners.
- **COURAGE:** We are willing to do hard things.
- **PASSION:** We are energized by our work and our communities.

We Want to Consider You

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, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a veteran.

Project Associate Position

Valley Vision is seeking a highly motivated **Project Associate** to work alongside Managing Directors and Project Managers addressing issues as diverse as inclusive economic and workforce development, clean air and climate, digital equity, and community health. The desired candidate will have a passion for the greater Sacramento region and fostering the prosperity of all residents. This position will primarily support economic and workforce development initiatives, with opportunities

to support other projects and impact areas, as needed.

Activities the Project Associate will support include, but are not limited to:

- Writing reports, meeting notes, blogs, and newsletters
- Scheduling and managing logistics for meetings and events
- Connecting and communication with partners
- Assistance with research initiatives
- Maintenance of contacts, databases, and project files

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

- Strong ability to take initiative and follow through
- Excellent written, verbal, and presentation skills
- Knowledge of the greater Sacramento region (inclusive of Colusa, El Dorado, Placer, Nevada, Sacramento, Sutter, Yolo, and Yuba Counties)
- Adaptability and flexibility
- Critical thinker
- Ability to work independently and collaboratively
- Comfortable working with a variety of software programs including Google Suite, Canva, and Wordpress. Familiarity with additional software and tools preferred.

The Project Associate is a full-time, non-exempt position. Occasional statewide and regional travel will be required for the position.

Typical hours are Monday through Friday from 8:30am to 5pm, however, may flex on occasion due to meeting or other work needs. Valley Vision currently operates in a hybrid work environment, with the ability to either work from home or from the office, depending on project needs. In office presence will be required for staff meetings and other needs on a monthly or more frequent basis. Presence in the Sacramento area is needed to attend meetings with clients and other stakeholders.

Compensation:

- Starting wage of \$24.00 to \$26.00 per hour (approximately \$49,920 to \$54,080 per year), depending on experience.
- Full benefit package including health, dental, vision, life, long-term disability, and employee assistance program.
- 401K retirement plan with 4% employer contribution
- Cell phone/Internet stipend of \$75 per month
- 16 paid holidays per year (inclusive of a year end break from December 24 - January 1)
- 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

Interested individuals are encouraged to submit a **cover letter** and **resume** in Microsoft Word or PDF format to hr@valleyvision.org. Please indicate "Project Associate Application – [Your Name]" in the subject line of your email submission. The position will only remain open until the successful candidate is selected, so interested parties are encouraged to respond promptly.