



Job Announcement: Administrative Assistant

Triangle Associates, Inc. is looking for a talented, detail-oriented individual with skills in schools program scheduling, office administration, and document production. Your work at Triangle will offer the potential for professional growth and interesting, challenging work as part of our team.

Skills: We are seeking a professional, detail-oriented person with excellent communication skills, adept at using Microsoft Office software including Word, PowerPoint, Excel and Access. Documents created in Word or PowerPoint should be well designed and easy to read. Knowledge of Access databases will be necessary for this position, including creating and editing database forms, tables, and queries as well as creating and running customized reports. InDesign and BillQuick software experience will be a plus.

Additional skills and talents needed include:

- attention to detail with a high level of accuracy
- excellent customer service phone skills
- ability to take initiative and be a self-starter
- proficient at time management
- excellent grammar and spelling
- excellent organizational and scheduling abilities
- good problem-solving skills
- ability to work as a team member
- ability to lift up to 25 lbs.

In this administrative support role, your responsibilities will be two-fold. You will provide support to our education team and the facilitation team, as needed. You will also provide backup support to the Executive Secretary, Controller and Human Resources Manager. Your duties will involve a variety of tasks including, but not limited to:

School Program Support

- Communicates orally and in writing with school personnel to market and schedule school visits, including logistics for assemblies, classroom workshops, and teacher workshops.
- Communicates with project managers and internal staff.
- Assists with creation of marketing materials, maintains contact lists and databases, creates email distribution lists.
- Responsible for data entry and updating master online scheduling calendar.
- Provides support for evaluation tasks, including distributing and tracking evaluation materials, analyzing evaluation data and providing information for program evaluation and monthly progress reports.
- Maintains and organizes storage and supply rooms.
- Creates, updates, maintains classroom workshops and assembly materials and props.
- Tracks and orders materials for technical assistance programs.



- Updates and maintains tables, forms, queries and reports for various school programs in Access databases.
- Ongoing data entry of scheduled programs, contact information and project descriptions into database forms and tables.

Administrative Support

- Provides back-up support for Executive Secretary including but not limited to office and phone coverage, deliveries, sorting the mail, greeting clients, travel arrangements, inventory, office space organizing, file archiving, creating/formatting documents, and any other needed assistance to staff working remotely.
- Assists Controller with payroll process by printing, compiling, calculating and distributing staff hours reports.
- Responsible for updating monthly hours and benefits reports.
- Assisting with conference call set-up and troubleshooting phone connectivity issues.
- Attends and provides logistical support for Education Team meetings and in-office client meetings.
- Provides support and editing expertise on proposals, reports and newsletters.

Qualifications: Bachelor's Degree and experience in program scheduling, database entry and manipulation; document production; and/or executive assistance.

Hours: 40 hours per week

Compensation: \$17.50-\$20.00 per hour, based on experience

Benefits: Triangle offers a competitive benefits package that includes medical and vision coverage, optional dental coverage, commuter subsidies for transit, parking and/or bicycle transit, Health Reimbursement Arrangement (HRA), and a 401K retirement plan.

Company description:

Triangle Associates was founded in 1979 to serve public agencies and private groups that need assistance in developing public involvement and education programs and in resolving complex policy and planning issues. We offer skilled and creative expertise in facilitation, mediation, public involvement, and environmental education.

To apply: Please send a cover letter and resume with the email subject line "Administrative Assistant" to Jessica Graham, Human Resources Manager employment@triangleassociates.com or fax to 206-382-0669. Triangle is an Equal Employment Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, or genetic information.