

## Job Announcement: Public Policy Project Associate

Triangle Associates is seeking an entry level public policy and collaborative governance specialist for its Seattle office to provide support for and to assist with environmental, transportation and land use projects.



### BACKGROUND

Since 1979, Triangle has provided facilitation, mediation, conflict resolution, public involvement, strategic planning and other services to federal, state, tribal and local governments, private firms, non-profits and communities. The firm has convened and facilitated numerous advisory committees and multi-agency working groups to develop public policy and regulations. Triangle prides itself on helping groups resolve complex, highly technical issues and reach consensus on solutions that meet the collective needs of affected communities. Triangle Associates' work is rooted in the belief that good information, genuine dialogue and participatory problem-solving, among diverse interests and people, are the foundations of a healthy democracy and sustainable society.

<b>Position Title:</b>	Project Associate
<b>Reports To:</b>	Designated Supervisor
<b>Designation:</b>	Full Time Hourly Non-Exempt
<b>Start Date:</b>	April 2017
<b>Salary Range:</b>	\$39,500-\$46,500 DOE
<b>Benefits:</b>	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), cell phone stipend and a 401K retirement plan.

### The overall goals of this position are to:

- Support the design and implement of processes that will increase effective communication and understanding among multiple jurisdictions with shared goals, stakeholder interests and clients.
- Support multi-jurisdictional decision-making in a non-advocacy, independent role that supports durable solutions

### RESPONSIBILITIES

*Triangle Project Associates will work independently and with direction and mentoring to provide wide ranging support on environmental, transportation and land use public policy projects with the facilitation and public involvement team and on other projects as needed. Assignments may include:*

#### A. Support for Project Management

- Draft and edit written materials including background information, meeting summaries, final reports, letters of invitation, correspondence with project participants, press releases, fact sheets, newspaper ads, agendas and progress reports
- Help determine how to meet client and project needs, planning the scope of work for a project, and how to implement the project needs to stay within scope and budget
- Coordinate meeting logistics and scheduling
- Support Project Managers using clear, detail oriented, professional communications

- Support development of process design, assessment strategies, and other planning documents
- Conduct in-depth research of diverse topic areas, particularly natural resource management and environmental policy
- Coordinate or implement graphic design and pre- and post-production of products and materials
- Maintain database descriptions and information from projects, drafts reports, newsletters and memos of project related work
- Coordinate placement of ads, calendar notices, and other publicity tasks
- Attend in-house and off site meetings
- Organize and conduct mailings and telephone communication
- Support projects through other project related administrative tasks as needed

**B. Marketing Support**

- Support the development of one or more pieces of a proposal or other marketing documents
- Conduct background research for proposals and interviews
- Create, edit, format and support production of high quality documents, presentations, proposals and resumes
- Help with roster management, marketing report and ongoing tracking of proposals and Requests for Proposals (RFPs)
- Attend and document weekly and monthly team meetings
- Represent Triangle at pre-proposal meetings and marketing events

**C. Partnership Development**

- Develop strong partnerships and collaborative opportunities which advance Triangle's Women- and Minority- Owned Businesses Inclusion Plan, Equity Plan and plan to engage community based organizations
- Identify local and regional firms and community based organizations with complementary values and strengths and/or are leaders in environmental and social justice

**WORK ENVIRONMENT**

*Triangle promotes a team-oriented working community where employees are encouraged to speak their truth and listen to that of others. This position would be expected to:*

- Interact frequently and regularly with project team and project managers and employees to anticipate project needs and provide support
- Listen and respond to performance feedback from supervisor and colleagues
- Communicate with multiple Project Managers to maintain clear understanding of priority tasks and timeframe for deliverables
- Support staff and client learning and inquiry about privilege, structural racism and environmental justice
- Suggest or offer skill sharing workshops among staff
- Provide resources for human resources recruitment efforts
- Comfortable travelling for project work occasionally to remote locations most often in the Pacific Northwest or Alaska

## QUALIFICATIONS

*We want it all, but ultimately seek the right combination of experience and ability to learn-as-you-go. Highly desirable candidates will demonstrate:*

- Basic understanding of or experience with governmental structures and processes, and understanding of collaborative governance and/or environmental conflict resolution
- Experience working on natural resource management or general public policy issues, and one to three years of experience in a similar setting is preferable
- Master's Degree in a related field is preferred, experience can be substituted for degree
- Strong skills in academic or applied research
- Excellent verbal and written communication
- Proficiency in language(s) other than English desired
- Experience with Microsoft Office programs including Word, Excel, PowerPoint required
- Experience with Access, Adobe InDesign, ArcGIS and/or ESRI desired

## SKILLS

*Triangle prioritizes hard work with a sense of humor. You will thrive if you have:*

- Outstanding organizational skills and methods
- Ability to understand and incorporate the ideas, criticism and support from others
- Ability to communicate clearly and concisely verbally and in writing
- A detailed-oriented approach
- Good problem solving skills
- Proficiency in managing competing priorities and multi-tasking with grace and humor
- Self-initiative to ask questions or gather information to better understand tasks and assignments
- Experience working collaboratively with colleagues and clients
- Flexibility to accept a wide variety of assignments, with a wide range of individuals, with different communication styles
- An interest in and desire to grow professionally and express creativity and leadership.

## APPLY

*Send cover letter and resume by **April 5, 2017** to Jessica Graham, Human Resources Manager [employment@triangleassociates.com](mailto:employment@triangleassociates.com)*

*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.*