



Job Announcement: Public Policy Project Associate

v. 4-16-18

Triangle Associates is seeking an early career public policy and collaborative governance specialist for its Seattle office to assist with natural resource, land use and transportation projects

Position Title:	Project Associate
Reports To:	Designated Supervisor
Designation:	Full Time - Project Associate 2
Start Date:	June 1, 2018 or when filled
Salary Range:	Triangle offers a competitive benefits package with salary commensurate with experience.

BACKGROUND

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 since 1979. Our 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.

This position will provide wide ranging support on natural resources management, transportation and land use public policy projects with the facilitation and public involvement team. Successful candidates must demonstrate they can support multiple Project Managers in a team environment using clear, detail oriented, professional communications in order to meet client and project needs. Project Associates are given a wide range of mentoring opportunities and support for professional development.

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:

- One to three years of experience working on natural resource management, land use or transportation public policy in a professional setting.
- In-depth understanding of and/or experience with governmental structures and processes, and collaborative governance and/or environmental conflict resolution.
- Master's Degree in a related field is preferred and a basic understanding of governmental structures and processes and understanding of collaborative governance and/or environmental conflict resolution is highly desirable. Experience can be substituted for degree.
- Ability to work independently and with direction to play a supporting team member role in high conflict projects, complex technical workgroups, multi-party decision making processes and other aspects of public policy development.
- Experience with producing documents for an employer with Microsoft Office programs including Word, Excel, and PowerPoint. (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, a detailed-oriented approach, good problem-solving skills and proficiency in managing competing priorities and multi-tasking with good humor.
- Demonstrated ability to communicate clearly and concisely verbally and in writing in a professional setting.
- Self-awareness with an ability to understand and incorporate the ideas, criticism and support from others.
- Self-initiative to ask questions or gather information in a proactive manner to better understand tasks and assignments and to help ensure the success of a project.
- Flexibility to accept a wide variety of assignments and to work with a wide range of individuals with different communication styles.
- Interact frequently and regularly with project team and project managers, other employees, clients and potential clients to anticipate project needs and provide proactive support.
- A demonstrated interest in and desire to grow professionally.
- Willing to travel for project work occasionally to urban, rural and remote locations most often in the Pacific Northwest or Alaska.
- Proficiency in language(s) other than English (desired).

APPLY

Send cover letter and resume to Jessica Graham, Human Resources Manager
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.