



Job Announcement: Administrative Assistant

Position Title: Administrative Assistant
Designation: Full-time (40 hours per week)
Start Date: August 2019 or when filled
Salary Range: \$18.00-\$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.

DESCRIPTION

Triangle Associates, Inc. is looking for a talented, detail-oriented individual with skills in school program scheduling, overall office administration, front office support, file and database management 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 and detail-oriented person with excellent communication skills, adept at using Microsoft Office 365 software including Word, PowerPoint, Excel, Access and SharePoint. Documents created in Word or PowerPoint should be well designed and easy to read. Knowledge of Access databases will be helpful 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. Triangle highly values strong problem solving, customer service and teamwork skills. This includes demonstrating a sincere, positive attitude toward helping others and getting things done and developing positive working relationships with colleagues.

Additional skills and talents expected include:

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

In this administrative support role you will provide support to both our education team and to the administrative team. 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.

BACKGROUND

Since 1979, Triangle Associates has worked with communities, government leaders, and school districts to address ongoing natural resource, land use, and conservation challenges. We are a women-owned environmental consulting company known for innovative and responsive collaborative governance and engaging school-based education programs. Our services include facilitation, mediation, conflict resolution, public involvement, strategic planning, classroom education, community outreach, theatrical programs, curriculum development, teacher trainings, and more. Our clients are federal, state, tribal and local governments, private firms, school districts, non-profits, and communities. Triangle's work is rooted in the belief that good information, genuine dialogue, and participatory problem-solving, among diverse people and interests, are the foundations of a healthy democracy and sustainable society.

Triangle is committed to creating a diverse, equitable, and inclusive workplace. This includes addressing institutional racism and other forms of prejudice. This work is ongoing and continually adjusted to meet the needs of our staff and stakeholders. We value and welcome a diverse array of experiences. We seek employees who think critically about their own cultural lens and are able to communicate effectively with people of different backgrounds and abilities. An ideal candidate will be committed to providing equitable engagement to our school communities, stakeholders and clients.

APPLY

Please send a cover letter and resume to Human Resources Manager at employment@triangleassociates.com. Please include the position title in the subject line. Please highlight how your previous work experience and capabilities directly support the job responsibilities and your success at Triangle.

Triangle is an Equal Employment Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression. We strongly encourage and seek applications from individuals with a bilingual and/or bicultural background.