



Job Announcement: Public Policy Project Associate 1 (Land Use/Transportation Focus)

- Position Title:** Project Associate 1
Designation: Full Time
Start Date: When filled
Salary Range: \$41,700-\$49,000, commensurate with 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 is seeking an entry level public policy and collaborative governance support person for its Seattle office to assist with land use and transportation projects.

Project Associates 1 spend their time doing a range of tasks, including behind-the-scenes coordination for meetings, writing meeting summaries, planning events, conducting research and analysis, compiling data, and conducting inclusive outreach to community members. Project Associates are provided with mentoring and support for professional development as they enter the field of environmental collaboration/conflict resolution. Projects include helping our clients answer questions such as:

- How to engage underrepresented communities in the Puget Sound Region to inform transit agencies' investments in services
- How to bring together city and county interests to address the shortage of affordable housing
- How can city and county interests work together to create county-wide Planning Policies

Project Associates 1 will be expected to take direction to provide support to Project Managers on built environment public policy projects (e.g. transportation and land use). Successful candidates must demonstrate they can support Project Managers in a team environment using clear, detail-oriented, professional communications in order to meet client and project needs.

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:

- Early career experience working on multi-stakeholder land use, housing, transportation, transit, and social equity public policy.
- Understanding of and/or experience with public policy development, regulatory governmental structures and processes, collaborative governance, environmental collaboration/conflict resolution, alternative dispute resolution, and/or equitable community engagement.
- Master's degree or bachelor's degree plus specialized certificate in a related field is preferred. Experience can be substituted for degree.
- Ability to work independently and with direction to play a supporting team role in high conflict projects, complex technical workgroups, multi-party decision making processes, engagement with diverse communities and other aspects of public policy development.
- Experience with producing documents for an employer with Microsoft Office 365 programs including SharePoint, Word, Excel, PowerPoint.
- Experience with Adobe InDesign and/or Illustrator highly 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, confidently, and concisely verbally and in writing.
- Self-awareness of your work style and practices, with an ability to understand and incorporate the ideas, criticism and support from others.
- Skills conducting inclusive outreach with diverse community members.
- An ability to use a social equity lens when designing facilitation and public involvement processes.
- A willingness to learn the business practices of consulting.
- 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.
- A demonstrated interest in professional growth in this field.
- Willing to occasionally travel for project work to urban, rural and remote locations, most often in the Pacific Northwest.
- Professional-level proficiency in language(s) other than English is a plus.

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.