



## Job Announcement: Education Associate

<b>Position Title:</b>	Education Associate
<b>Designation:</b>	Full-time
<b>Start Date:</b>	Open until filled
<b>Salary and Benefits:</b>	Salary commensurate with experience. Triangle offers a competitive benefits package for full-time employees that includes medical and vision coverage, optional dental coverage, Health Reimbursement Arrangement (HRA), commuter subsidies for transit, parking and/or bicycle transit, cell phone stipend, professional development budget, and a 401K retirement plan.

### DESCRIPTION

Triangle Associates, an environmental consulting firm, is seeking an experienced project management professional to join the education team for school and community outreach work. The ideal candidate will have experience with school and community outreach, project management, resource conservation education, business development and consulting. The ideal candidate will also have experience working with diverse audiences and demonstrate an understanding of environmental justice concepts, as well as diversity, equity, and inclusion principles.

### RESPONSIBILITIES

#### *Project Management*

- Manage multiple resource conservation and community outreach related projects. This includes development of content, scopes and budgets and working closely with clients and the Triangle project team(s) to identify, discuss, and review project outcomes and progress.
- Understand Triangle's role as a consultant and demonstrate a thorough understanding of client priorities when developing materials and representing clients.
- With minimal supervision, draft and produce client-ready documents of all types, including but not limited to: proposals, school curriculum, newsletters, evaluations, training materials, and other outreach and education materials.
- Conduct in-house workshop and outreach trainings and coach employees on teaching methods, classroom management techniques, and client messaging.

#### *Direct Outreach and Technical Assistance*

- In addition to project management and team oversight, this position will provide direct outreach and assistance to schools via in-person visits, phone, and email regarding waste reduction and recycling, and energy and water conservation. This requires:
  - Providing basic group facilitation skills for school teams, including teachers, students, principals, custodians, and parents.
  - Preparing detailed written communication following site visits and meetings with strong attention to detail and an expectation of professional writing capabilities.
  - Conducting waste audits and providing recommendations to institutions implementing conservation programs.
  - Speaking at environmental symposiums and custodial trainings and communicating with school district personnel to implement conservation practices at schools.
- Provide community outreach and present classroom workshops on a variety of environmental topics.

#### *Supervisory Responsibilities*

- Supervise and mentor education team staff, including regular feedback, establishing professional goals, monitoring performance, and conducting evaluations.

- Demonstrate “thoughtful leadership” skills with staff and clients, including being able to understand and make decisions based on the big picture, considering what is best for the team, company, budget, and the client, and maintaining a solution-oriented attitude, particularly when facing challenges.

### *Business Development*

- Assist senior staff to respond to requests for information from public and private organizations, write proposals, assist with project interviews and track useful marketing information.
- Generate new ideas for and participate in business development meetings and independently follow up as needed (marketing calls, emails, proposal writing, and oversight).
- Represent Triangle in an accurate and professional manner at conferences and networking events.

### **QUALIFICATIONS**

- Experience as a project manager of various sized projects working as the primary contact with the client and managing teams (experience with consulting a plus though not required).
- Minimum of 5 years’ experience providing community outreach and/or working with youth ages 6-18 (teaching in a classroom setting preferred). Relevant volunteer or academic experience may substitute for work experience.
- Background knowledge and expertise in resource conservation topics such as waste reduction, recycling, water conservation, watershed protection, and renewable energy.
- Clear, written, and verbal communication skills with attention to detail as well as excellent organizational and self-managing skills.
- Demonstrated ability to work with diverse students and adults in a dynamic, respectful, rigorous, creative, culturally-responsive, and enthusiastic way.
- Working knowledge of school communities, including proficiency with school technology (SMART boards, projectors) and MS Office applications (Excel, Word, and PowerPoint) and proficiency with some graphics and design programs.
- A reliable car, valid Washington State driver’s license, clean driving record, and auto insurance covering bodily injury and property damage.
- Must be available to work during school hours with possible early travel start times (between 6 AM and 5 PM) with occasional evenings and weekends as needed. Willingness to drive to schools throughout King and Snohomish counties.
- Ability to carry 30 lbs. of props and materials.
- Ability to pass a background check.

### **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 stakeholders, community, and clients.

**APPLY**

Please send cover letter and resume to Human Resources Manager at [employment@triangleassociates.com](mailto:employment@triangleassociates.com). Please include the position title in the subject line. Cover letters should include the following:

- Highlight how your previous work experience and capabilities directly support the job responsibilities and your success at Triangle.
- Confirm that you have a valid driver's license and vehicle for school visits.
- State where you learned about the position.

*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.*