



Job Announcement: Portland Area Project Associate

Job Title:	Project Associate
Reports to Title:	Oregon Office Lead
FLSA Status:	Exempt
Department:	Facilitation and Public Involvement (Fac-PI)
Start Date:	October 2020 or when filled
Salary:	\$52,000 – \$60,000 annually dependent on experience
Benefits:	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.
Level:	Early career
Area of Experience/Expertise:	Natural Resources, Built Environment, Public Involvement, Facilitation, Community Outreach, Mediation, or Conflict Resolution

Summary

We are looking for an early career Project Associate to join our Facilitation and Public-Involvement team based in the Portland, Oregon area. The role will apply and share knowledge to support Project Managers (PMs) in providing a wide range of support on natural resource and built environmental projects for public sector clients in a consultative format.

Background

For the last 40 years, 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.

- Our vision is a sustainable planet with engaged communities and leaders.
- Our mission is to foster equitable and informed environmental decision-making.

Diversity, Equity and Inclusion

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 can 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. See our commitment statement to DEI [here](#).



Job Announcement

Location & Remote Work

- We are looking for a Project Associate that based in or near Portland, Oregon and is willing to work on projects throughout the Pacific Northwest region.
- Since March 2020, Triangle's staff has been working on a remote (i.e., work from home) basis.
- The Project Associate will be provided with the technology needed to set up a home office. As Covid-19 restrictions are lightened, the Project Associate will be expected to transition to a combined remote and in-person work approach.

ESSENTIAL FUNCTIONS AND DUTIES

1. Project Work

Project Management Support

- Assist Project Managers (PMs) in determining 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.
- Manage up to the PM by proactively checking in about upcoming tasks, deadlines, and issues.
- Be a "thought partner" to the PM by discussing project challenges, strategies, and opportunities.
- Communicate with multiple PMs to maintain clear understanding of priority tasks and timeframe for deliverables.
- Support the PMs with facilitation efforts, including facilitating small committees and break-out groups.
- Support PMs to assess facilitation and community engagement and outreach through an integrated approach that connects back through Triangle's DEI lens, and focuses on the highest impacted communities and deepens relationships with community leaders.

Ongoing Project Support

- Lead the set-up, distribution, and live management of remote meeting logistics, conference calls, and webinars, using various applications (i.e., Zoom, Mural, Adobe Connect, WebEx, etc.).
- Support and co-lead ongoing community engagement efforts including implementing public involvement outreach strategies that focus on environmental justice communities in Portland and other geographic areas of the region.
- Produce meeting summaries after in-person or virtual meetings with clients, stakeholders, community members, or Triangle staff.
- Draft and edit client and community leader and stakeholder communication (e.g. sending research, follow-up items, action items etc.).
- Create graphic products and materials, including fact sheets, frequently asked questions, slide decks, etc.
- Establish and update content for clients' project websites.
- Schedule and coordinate invitations, logistics, agendas, materials, venues, and IT needs for meetings and events.
- Maintain project task tracking through online platforms or other methods.
- Coordinate language interpretation and translation with community-based translators.
- Plan travel (post-Covid-19) for projects including reserving hotels, booking flights, trains, or car rentals, tracking receipts and expenses, etc.
- Provide copy editing and quality assurance/quality control (QA/QC) on all deliverables.



Job Announcement

- Maintain accurate contact lists for each project.
- Conduct background information and research.
- Prepare progress reports and invoices for accuracy and draft final reports
- Maintain database descriptions and information for projects.

2. Marketing and Business Development Support

- Lead the development of one or more pieces of a proposal or other marketing document under the direction of the PM or Marketing Coordinator.
- Assist PMs and the Marketing Coordinator with roster management, marketing reports, and ongoing tracking of proposals and requests for proposals (RFPs).
- Conduct background research for proposals and interviews.
- Create, edit, format, and support the production of high-quality documents, presentations, and proposals.
- Attend and facilitate weekly and monthly Fac-PI meetings. Take notes and produce meeting summaries.
- Represent Triangle at pre-proposal meetings and marketing events.
- Create and update internal resumes.

NON-ESSENTIAL FUNCTIONS AND DUTIES

- After one year of employment, eligible to participate in Triangle's committees including the Diversity, Equity, and Inclusion Committee, and the Communication Committee.
- Facilitate weekly staff meetings.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in related field or equivalent combination of education and facilitation experience. Master's Degree or equivalent experience in a related field is preferred.
- Experience working with environmental justice communities and established relationships with Portland-based community groups is preferred.
- 1 to 3 years' experience working in public involvement, communications, stakeholder facilitation, community outreach, conflict resolution, and/or mediation.
- Minimum of 1-year experience in a professional or office setting; providing consultative contributions, administrative support, and/or working closely with leadership.

KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of federal, tribal, state and local government structures, responsibilities, and processes and understanding of collaborative governance, public policy, and/or environmental conflict resolution.
- Work independently, show creativity, and take initiative in a wide variety of situations.
- Work collaboratively and maintain a professional attitude with colleagues and clients.
- Flexible and accepting of a variety of assignments working with wide range of individuals with different communication styles.
- Demonstrate an interest and desire to grow professionally.
- Proficient in Microsoft Office and other project software systems as needed.
- Maintain a well-organized and detail-oriented approach to completing work tasks and produce high quality work.



Job Announcement

- Adept at managing multiple priorities and competing deadlines.
- Clear and concise oral and written communication skills; seek clarification when needed.
- Take direction, feedback and constructive criticism from multiple PMs and apply successfully to assigned tasks.
- Maintain confidentiality of proprietary information and use discretion and professionalism with sensitive information.
- Bilingual language skills preferred but not required.

PHYSICAL DEMANDS

To successfully perform the essential duties of this position, an individual must be able to sit at a desk for four or more hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. While some absences may be protected by federal, state and/or local laws, regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

APPLY

Please send a cover letter and resume to Triangle's 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 as described and demonstrate why you would be successful in this position.

For more information about Triangle Associates please visit <http://www.TriangleAssociates.com>

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.