



Job Announcement: Seattle Area Project Coordinator

Job Title:	Project Coordinator
Reports to Title:	Seattle Based Associate
FLSA Status:	Exempt
Department:	Facilitation and Public Involvement (Fac-PI)
Posted:	October 2020 or when filled
Salary:	\$43,000 – \$50,000 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:	Entry/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 entry level Project Coordinator to join our Facilitation and Public-Involvement team based in Seattle, WA. This position will support one or more Project Managers (PMs) by providing a wide range of support on natural resource and built environmental projects for public sector clients.

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.

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

Location & Remote Work

We are looking for a full-time Project Coordinator based in or near Seattle, WA and is willing to work on projects throughout the Pacific Northwest region.

- Since March 2020, Triangle's staff has been working from home.
- The Project Associate will be provided with the technology needed to set up a home office.
- Triangle has a Covid-19 Plan that follows the WA State Governor's Covid-19 guidelines and will shift employees to working on-site at our Seattle office when it is safe to do so.



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- Triangle operates on an 8-5, Monday – Friday schedule and provides some flexibility for each employee’s specific hours. This position is 40 hours a week and requires availability for occasional evening or weekend work as needed.

ESSENTIAL FUNCTIONS AND DUTIES

1. Project Work

- Take notes and produce meeting summaries after in-person or virtual meetings with clients, stakeholders, community members, or Triangle staff.
- Draft client and stakeholder communication for PM review (e.g. sending research, follow-up items, action items, etc.).
- Create draft graphic products and materials, including fact sheets, frequently asked questions, newsletters, slide decks, etc.
- Assist in establishing then maintaining websites for clients.
- Manage up to the PM by proactively checking in about upcoming tasks, deadlines, and issues.
- 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.
- 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.
- Maintain accurate contact lists for each project.
- Conduct background information and research.
- Develop progress reports and draft final reports.
- Maintain database descriptions and information for projects.

2. Marketing and Business Development Support

- Assist with the development of one or more pieces of a proposal or other marketing documents under the direction of a 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.
- 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.
- Create and update internal resumes.

KEY INTERFACES

- Work with the PM to assess facilitation and community engagement processes from a diversity, equity, and inclusion standpoint
- Communicate with multiple PMs to maintain clear understanding of priority tasks and timeframe for deliverables.
- Interact frequently and regularly with project team and PMs to anticipate project needs and provide support.

NON-ESSENTIAL FUNCTIONS AND DUTIES

- Provide support for company events.



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- 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.
- 1 to 3 years' experience working in public involvement, community outreach, communications, stakeholder facilitation, or conflict resolution.
- Minimum of 1-year experience in a professional or office setting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding of federal, tribal, state and local government structures, responsibilities, and processes and understanding of collaborative governance, public policy, and/or environmental conflict resolution.
- Demonstrate an interest and desire to grow professionally.
- 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.
- 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.
- 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.

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.