



Job Announcement: Environmental Education and Outreach Specialist

Position Title: Education and Outreach Specialist
Designation: Full-time
FLSA Status: Exempt
Start Date: December 2020 or when filled
Salary Range: \$22.00-\$25.00 DOE.
Benefits: Triangle offers a competitive benefits package for full-time (60%-100% FTE) 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 is seeking a creative, organized, and dependable professional educator to join the education team for work in King and Snohomish County schools. The ideal candidate must have experience working in diverse education and outreach settings, outstanding verbal and written communication skills, and experience with resource conservation and sustainability concepts. Triangle seeks a collaborative minded educator, who is familiar with incorporating diversity, equity, and inclusion principles into their daily work.

Location/Remote Work and Covid-19 Considerations

We are looking for a full-time Education and Outreach Specialist based in or near Seattle, WA to work on projects throughout King and Snohomish Counties. Since March 2020, Triangle's staff has been working from home and providing education programs and outreach assistance virtually to school communities. The Education and Outreach Specialist will be provided with the technology needed to set up a temporary 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 or at school locations when it is safe to do so. Triangle operates on an 8-5, Monday-Friday schedule and provides some flexibility for each employee's specific hours. This position is either 30 or 40 hours a week (open to discussion) and requires availability during school hours and occasional early start times and infrequent evening or weekend work as needed.

RESPONSIBILITIES

Environmental Education Programs (60%)

- Present classroom workshops virtually and in schools throughout King and Snohomish Counties (approximately 2-4 days/week) on a variety of environmental topics.
- Prepare newsletter articles, lesson support and other written materials, as well as build and create interactive educational materials for both in-person and virtual learning environments.
- Develop or revise creative program curriculum and materials to reflect the needs of remote learning.
- Facilitate team meetings and produce meeting summaries.
- Conduct scripted outreach phone calls with community members.
- Assist with administrative work, such as data entry and general office organization.

Technical Assistance (35%)

- Assist school teams (teachers, students, principals, custodians, and parents) via virtual or in-person visits, phone and email, with implementing waste reduction and recycling, and energy and water conservation goals.
- Assist student groups in planning and implementing "Green Team" projects.
- Design, produce and/or co-host webinars and podcasts through various media platforms.

- Prepare detailed written communication following virtual or in-person school site visits, waste audits and meetings, with strong attention to detail and professional writing capabilities.
- Assist with custodial trainings and communicate with school district personnel to implement conservation practices at schools.

Internal Organizational Duties (5%)

- Participate in team meetings and ongoing professional development, as well as all staff meetings and trainings.
- After one year of employment, eligible to participate in Triangle’s committees including the Diversity, Equity, and Inclusion Committee, and the Communication Committee.

QUALIFICATIONS

Required Qualifications

- Minimum of three years’ experience working with young people ages 6-18 in a classroom setting or through an informal educator setting. Relevant volunteer experience may substitute for work experience.
- Reliable internet access or the ability to come into Triangle’s office for virtual presentations is required.
- Clear, written, and verbal communication and facilitation skills with attention to detail.
- Excellent classroom management skills, including voice projection and ability to work under pressure in a school setting. Able to adapt teaching style for various ages and learning styles and present information in an engaging manner both in-person and through virtual platforms.
- Demonstrated ability to work with diverse students and adults in a dynamic, respectful, creative, culturally-responsive, and enthusiastic way.
- Excellent organizational and self-managing skills.
- Experience with coordinating and leading project teams and peers (on resource conservation related projects, if possible).
- Must be available to work during school hours with possible early travel start time, between 6 AM and 5 PM (and infrequent evenings or weekends as needed).
- Ability to drive to schools throughout King and Snohomish counties (post-Covid). This includes a reliable car, valid Washington State driver’s license, clean driving record, and auto insurance covering bodily injury and property damage.
- Skilled in utilizing Microsoft Office Suite-Word, Excel, PowerPoint as well as Indesign (or other graphic design program).
- Bachelor’s Degree in environmental education or related field or equivalent experience.
- Ability to pass a background check.
- Ability to carry 30 lbs. of props and materials.

Desired Qualifications

- Background knowledge of and interest in learning more about resource conservation topics such as waste reduction, recycling, climate change, water conservation, watershed protection, and renewable energy.
- Experience providing resource conservation technical assistance.
- Experience with virtual platforms such as Zoom, Microsoft Teams and/or Google Meets.
- Ability to present and converse fluently in Spanish.

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,

nonprofits, 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.

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 evolving to meet the needs of our staff, clients and the communities with which we work. 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 communities 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. Cover letters should additionally conclude with a brief **bulleted response** to the following two points:*

- *Do you have a valid driver's license and vehicle (REQUIRED) for school visits when in-person learning returns?*
- *How did you learn 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.