



## Job Announcement: Built Environment Project Associate

<b>Job Title:</b>	<b>Project Associate</b>
<b>Reports to Title:</b>	Director
<b>FLSA Status:</b>	Exempt
<b>Team:</b>	Facilitation and Public Involvement (Fac-PI)
<b>Start Date:</b>	June 2021 or when filled
<b>Salary:</b>	\$52,000 – \$60,000 annually dependent on experience
<b>Benefits:</b>	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.
<b>Level:</b>	Early career
<b>Area of</b>	Land Use, Transportation, Built Environment, Community Engagement, Facilitation,
<b>Experience/Expertise:</b>	Multilingual Outreach, Meeting Planning, Mediation, and/or Conflict Resolution

### Summary

We are looking for an early career Project Associate to join our Facilitation and Public-Involvement team based either in Triangle's Seattle or Portland offices. The role will apply and share knowledge to support Project Managers in providing a wide range of support on 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, community engagement, 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, stakeholders and clients. 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](#).

### Location & Remote Work

- We are looking for a Project Associate that is based in/near Portland, Oregon or Seattle, Washington 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 as a result of the Covid-19 pandemic.
- 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 Support***

- Support ongoing facilitation and equitable community engagement efforts including implementing engagement strategies that prioritize marginalized communities in the Northwest.
- 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.).
- 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 public facing graphic products and materials, including fact sheets, frequently asked questions, slide decks, etc.
- Establish and manage 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, translation, and co-creation.
- 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 and synthesize background research.
- Prepare progress reports, invoices, and final reports for projects.
- Maintain internal database descriptions and information for projects.

#### ***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 communicating 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 with community engagement efforts, including serving as a point of contact for community-based organizations and managing outreach.
- Support PMs to assess facilitation and community engagement and outreach through an integrated approach that connects back to Triangle's DEI lens, and focuses on centering marginalized communities, such as Black, Indigenous, people of color, and low-income communities, and deepens relationships with community leaders.

### 2. Marketing and Business Development Support

All team members help with Business Development tasks including:

- Leading the development of one or more pieces of a proposal or other marketing document under the direction of the Project Manager (PM) or Marketing Coordinator.
- Assisting PM and the Marketing Coordinator by drafting marketing reports and ongoing tracking of proposals and RFPs.
- Assisting the Marketing Coordinator in reaching out to potential clients and partner firms and proactively plan for future work.
- Conduct background research for proposals and interviews.

- Create, edit, format, and support the production of high-quality documents, presentations, and proposals.
- Represent Triangle at pre-proposal meetings and marketing events.
- Create and update internal resumes.
- Assist other Triangle staff, as needed, in updating Triangle's local, state, and federal online marketing information.
- Assist with checking and maintaining at least half of Triangle's rosters, leading roster team meetings, and responding to any immediate roster needs.
- Maintain and update marketing materials, as necessary.

#### **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 internal meetings as needed.

#### **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 marginalized communities and established relationships with Seattle and/or Portland-based community groups is preferred.
- 1 to 3 years' experience working in public involvement, communications, stakeholder facilitation, community engagement, 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, environmental 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. Experience with MS SharePoint is a plus.
- 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.
- 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](mailto:employment@triangleassociates.com). Please include the position title and preferred location 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.*