



## Job Announcement: Community Engagement Associate

<b>Job Title:</b>	<b>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>	August 1, 2021, or when filled
<b>Salary:</b>	\$60,500 – \$67,000 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 Experience/Expertise:</b>	Community Engagement, Community-Based and/or Multilingual Outreach, Facilitation, Public Involvement, Mediation and/or Conflict Resolution, Environmental Justice, Natural Resources, Land Use, Transportation
<b>Location:</b>	In or within commuting distance of Seattle

### SUMMARY AND BACKGROUND

Triangle Associates, Inc. (Triangle) is looking to add one or more team members who are strongly connected to local Black, Indigenous and People of Color (BIPOC) communities to provide meaningful engagement opportunities for these communities on natural resource and built environment projects. This colleague would join our Facilitation and Public Involvement (Fac-Pi) team in Seattle and must be experienced and passionate about facilitating inclusive outreach processes with government clients. This position is scoped for an Associate level (3-5 years of experience) professional.

Triangle is committed to a broad range of diversity, equity and inclusion goals including that Black, Indigenous, and other People of Color are represented within the community engagement efforts we are hired to conduct in service of government decision-making. Triangle is also committed to being an anti-racist organization; providing opportunities and platforms for our staff, clients and community partners to be seen and heard and have their voices amplified; and investing in Black and Brown employees and communities in the fight for racial justice and change. For our full DEI Commitment statement, see [here](#).

For over 40 years, Triangle Associates has worked with communities, government leaders, private interests, NGOs and school districts to address ongoing natural resource, land use, conservation, and community challenges. We are a women-owned environmental consulting company known for innovative and responsive collaborative processes that center impacted communities and support informed policy decisions that affect natural resources and built environments.

### ESSENTIAL DUTIES

#### 1. Project Work

This position will be responsible for identifying and reducing barriers to community participation in public processes, coordinating multilingual outreach, and working with our clients to meet community members where they are at to support participation.

- Support team members and lead facilitation and community engagement and outreach through an integrated approach that implements Triangle's Diversity, Equity and Inclusion (DEI) lens; focuses on centering marginalized communities, such as Black, Indigenous, People of Color, and low-income communities; and deepens relationships with community leaders.

- Establish and maintain successful client relationships with a broad range of government, non-profit, and private individuals.
- Serve as the strategic lead for outreach and community engagement efforts including implementing engagement strategies that prioritize BIPOC communities in the Northwest.
- Serve as a Project Manager on small to medium projects or Deputy Project Manager on larger projects to meet client and project needs, planning the scope of work for a project, and implementing the project to stay within scope and budget.
- Manage up or lead projects by proactively communicating about upcoming tasks, deadlines, and issues.
- Be a “thought partner” by discussing project challenges, strategies, and opportunities with the project team or the Project Manager.
- Serve as a lead facilitator in multi-party settings including facilitating community committees, task force groups and public meetings.
- Lead or manage team members in scheduling and coordinate invitations, logistics, agendas, materials, venues, and IT needs for meetings and events.
- Coordinate language interpretation, translation, and transcreation.
- Produce and/or manage support staff in the development of meeting summaries, action items, meeting materials and other communications before and after in-person or virtual meetings with clients, stakeholders, community members, or Triangle staff.
- Distill complex technical information into public facing products and materials, including websites, fact sheets, frequently asked questions, slide decks, etc.

## 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 documents.
- Creating, editing, formatting, and supporting the production of high-quality documents, presentations, and proposals.
- Represent Triangle at pre-proposal meetings and marketing events.

## EDUCATION AND EXPERIENCE

Direct experience working with BIPOC, overburdened, Limited English Proficiency and environmental justice communities is desired. Triangle recognizes the value of lived experience with these communities and welcomes applicants who would like to draw upon their lived experience and connections in this work. We are looking for candidates with:

- Three years’ experience working in a consulting role conducting community engagement, facilitation, public involvement, facilitation, conflict resolution, and/or mediation.
- Experience working directly with BIPOC communities.
- Established relationships with Seattle BIPOC community groups.
- Bachelor’s Degree in related field or equivalent combination of facilitation and community engagement experience is preferred. Master’s Degree or equivalent experience in a related field is a bonus, but not required.
- Demonstrated 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.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Bilingual language skills preferred but not required.
- 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.
- Demonstrated interest in mentoring others and a desire to learn and grow professionally.
- Proficient in Microsoft Office and other project software systems as needed. Experience with MS SharePoint and any graphic design 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 Project Managers and apply successfully to assigned projects.
- Maintain confidentiality of proprietary information and use discretion and professionalism with sensitive information.

#### **WORK LOCATION**

- We are looking for an experienced Community Engagement professional that is based in/near Seattle and is willing to work on and travel to projects throughout the Pacific Northwest region.
- With the state of Washington reopened from Covid-19 restrictions, Triangle staff have started to work from the office part of the week as the company works toward a reopening plan to go into effect starting September 1, 2021. Those employees that have confirmed they are vaccinated do not need to wear a mask in the office. Those who have not confirmed they are vaccinated wear a mask in the office, along with those who prefer to wear a mask voluntarily.
- This position will be expected to work from the office on average three days a week with the remaining days working from home if desired.

#### **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.*