



Job Announcement: Environmental Education and Outreach Specialist

Position Title: Education and Outreach Specialist
Designation: Full-time (80%-100%/32-40 hours per week)
FLSA Status: Exempt
Start Date: May 2022 or when filled
Salary Range: \$22.00-\$26.00 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 collaborative, organized, and dependable professional educator to join the Education Team. Work includes providing classroom workshops and technical assistance to support conservation practices in King and Snohomish County schools and visitor engagement for youth and adult groups in an educational museum setting. Triangle seeks candidates with experience working in diverse education and outreach settings, and who bring experience incorporating diversity, equity, and inclusion principles into their daily work. The ideal candidate has experience with resource conservation and sustainability practices. Ability to converse and teach in Spanish is a plus.

Location/Hours

This is an 80% to 100% full-time position based in Seattle, WA and work takes place throughout King and Snohomish Counties. Employees work on-site at our Seattle office, and travel throughout the week to local schools, community organizations and an off-site museum. Triangle operates on an 8-5, Monday-Friday schedule and provides some flexibility for each employee's specific hours. This position requires availability during school hours with occasional early start times and infrequent evening engagements. One Saturday afternoon will be needed approximately every four to six weeks.

RESPONSIBILITIES

Resource Conservation Technical Assistance (50%)

- Assist school teams (teachers, students, principals, custodians, and parents) via virtual or in-person visits, phone, and email, with implementing conservation practices at schools.
- Assist student groups in planning and implementing "Green Team" sustainability projects.
- Assist with trainings for school teams and development of inclusive program materials, such as action project curriculum or PowerPoint templates.
- Track school contacts and prepare detailed written communication following school site visits, waste audits and meetings, with strong attention to detail and professional writing capabilities.

Education and Outreach Programs (40%)

- Present classroom workshops throughout schools in King and Snohomish Counties on a variety of environmental topics (training provided).
- Engage visitors, including school-age and adult groups, at an off-site educational museum.
- Prepare 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.
- Conduct outreach phone calls and visits with community members.

Internal Organizational Duties (10%)

- Participate in team meetings and ongoing professional development, as well as all staff meetings and trainings.
- Daily tracking and communication regarding outreach scheduling and recording of hours worked.
- Assist with administrative work, such as data entry and office organization as needed, to support the Education Team.
- After six months of employment, eligible to participate in Triangle's committees including the Diversity, Equity, and Inclusion Committee, and the Communications Team.

QUALIFICATIONS

Required Qualifications

- Minimum of three years' experience working with young people ages 6-18 in a classroom setting or through an informal education setting. Relevant volunteer experience may substitute for work experience.
- 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 or off-site locations throughout King and Snohomish counties. This position requires 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 (InDesign or other graphic design programs a plus).
- Bachelor's Degree in environmental education or related field or equivalent experience.
- Ability to pass a background check.
- Ability to provide proof of COVID-19 vaccination.
- 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

Triangle Associates takes a two-pronged approach towards cultivating informed decisions on the use of natural resources and the impacts of the built environment. On one side of the company, we help public and private agencies provide **environmental education services** to ensure that future generations have the information they need to make sustainable environmental decisions. On the other, we provide **neutral, third-party services** to government, private and non-profit leaders to ensure inclusive participation, clear access to information, and durable decision-making for today's natural resource, transportation, and land-use decisions. **Founded in 1979, Triangle has been integral in the cultivation of stronger, more durable environmental decisions on some of the most important issues of the last 40 years.**

- 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 conclude with a brief **bulleted response** to the following three points:*

- *Do you have a valid driver's license and vehicle (REQUIRED) for school visits and off-site locations?*
- *Do you live within daily driving distance of King and Snohomish Counties?*
- *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.