



Job Announcement: Environmental Education and Outreach Specialist: Community Event and Classroom Outreach

- Position Title:** Education and Outreach Specialist
Designation: **Part-time to Full, flexible depending on candidate** (requires approximately two weekend days per month)
FLSA Status: Exempt
Start Date: June 2022 or when filled
Salary Range: \$21.00-\$26.00/hour depending on experience
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 outreach educator to join the Education Team. Work includes a variety of community engagement strategies, including providing community event outreach, community classes, classroom workshops for Grades 1-12, visitor engagement for youth and adult groups in an educational museum setting, and providing assistance to schools carrying out sustainability projects. On the job training is provided for each engagement strategy. Triangle seeks candidates with experience or interest in working with diverse audiences in community and classroom settings, and who strive to incorporate diversity, equity, and inclusion principles into their daily work.

Location/Hours

This position is based in Seattle, WA and work takes place throughout King and Snohomish Counties. This position requires availability during school hours, occasional early evenings, and up to two weekend days a month.

RESPONSIBILITIES (training provided)

Community Outreach

- Host outreach and engagement tables at local community events throughout King County.
- Conduct community workshops around themes of safer cleaning, public transportation for youth, and environmental awareness programming (prior content knowledge and expertise is not required).
- Assist with marketing and outreach to local community groups and events to promote outreach opportunities.
- Conduct outreach phone calls and visits with community members.

Education and Outreach Programs

- Present classroom workshops throughout schools in King and Snohomish Counties on a variety of environmental topics.
- Help prepare, maintain, and update interactive lesson materials for outreach programs.
- Engage visitors, including school-age and adult groups, at an off-site educational museum-like setting.
- Develop or revise creative program curriculum and materials.
- Conduct outreach phone calls and visits with community members.

Resource Conservation Technical Assistance

- Assist school teams with implementing conservation practices at schools.
- Assist student groups in planning and implementing sustainability projects.

Internal Organizational Duties

- Daily tracking and communication regarding calendar upkeep, outreach scheduling and recording of hours worked.
- Assist with administrative work to support the Education Team.
- If full time (60% -100%), participate in staff meetings and ongoing professional development.
- 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

- 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.
- Available to work weekdays during school hours, up to two weekend days a month, and some evenings (flexible hours options available).
- Ability to drive to off-site locations throughout King County. This position requires a reliable car, valid Washington State driver's license and auto insurance covering bodily injury and property damage.
- Clear, written, and verbal communication with attention to detail.
- Comfort talking to, and with, groups of different sizes in diverse settings.
- Ability to project voice, work under pressure, adapt teaching style for diverse groups.
- Ability to work with people in a dynamic, respectful, creative, culturally-responsive, and enthusiastic way.
- Ability to self-manage including prioritizing tasks, meeting deadlines, and communicating questions as needed.
- 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

- Ability to present and converse in Spanish, or another language.
- 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 using Microsoft Office Suite such as Word, Excel, PowerPoint.
- Experience with virtual platforms such as Zoom, Microsoft Teams.
- Experience or interest with coordinating and leading project teams and peers (on resource conservation related projects, if possible).
- 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.
- Experience providing resource conservation technical assistance.
- Demonstrated ability to work with diverse students and adults in a dynamic, respectful, creative, culturally-responsive, and enthusiastic way.

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.