



Job Announcement: Executive Assistant

Position Title:	Executive Assistant
Designation:	Full-time (30-40 hours a week)
FLSA Status:	Exempt
Start Date:	January 2023 or when filled
Salary Range:	\$70,000.00-\$75,000.00
Benefits:	Triangle offers a competitive benefits package for full-time employees that includes medical, dental and vision coverage, Health Reimbursement Arrangement (HRA), commuter stipend for transit, parking and/or bicycle transit, professional development budget, and a 401k retirement plan.

DESCRIPTION

Triangle is looking for an experienced Executive Assistant that will plan, implement, and direct multiple concurrent work streams that support Triangle's Co-President, including her work with the company leadership team, the Facilitation and Public Involvement team, company-wide initiatives, and national workgroups and conferences. The Executive Assistant to the Co-President will communicate and partner with both internal and external stakeholders, including high level executives, elected officials, government agency leaders and community representatives, and demonstrate considerable independent judgment and discretion in making decisions.

As an Executive Assistant to the Co-President, you will:

- Act as a trusted point of contact and confidently and clearly manage communications, meetings, travel, and events on behalf of the Co-President and the company.
- Understand the rhythm of a small business consulting firm to be proactive, think ahead and "manage up" to the Co-President.
- Leverage process management skills to prioritize according to the Co-President and Team priorities while maintaining proactive communication with other company teams.
- Complete a broad variety of administrative tasks that facilitate the Co-President's ability to effectively lead the line of business she is responsible for and to coordinate and communicate with other company owners and the leadership team.
- Lead and assist with special projects and events including designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Create and share best practices and identify new opportunities to improve operational efficiencies.
- Demonstrate confidentiality while managing leaders' email and calendar correspondence.
- Act as a trusted leader and mentor by regularly engaging and managing the flow of information and create a positive and productive team environment.
- Actively participate in hiring and developing talent and create space for growth and development of others.
- Seek to improve skills proactively and embrace your own and other's learning edges in a supportive and positive manner.
- Display courage, empathy, humility, and lean into challenges.

Who you are:

- **Experienced**– You have five (5) years of progressive experience supporting senior executives or elected officials in an administrative capacity, working across government agencies and related structures/governing bodies and understand the need for confidentiality and discretion. You are comfortable assisting with senior elected and agency officials who may have business with Triangle and the Co-President.
- **Desired**– It helps if you have a bachelor's degree or certificate for trainings related to this position.
- **Committed to Equity**– You will apply equity and exemplify shared values, behaviors, and practices in all aspects of the work. At Triangle, equity is a daily responsibility and a foundational expectation for all employees.
- **Effective Communicator**– You have excellent verbal, written and active listening skills and the ability to build and maintain strong alliances with internal and external stakeholders.

- **Technically Skilled**– You have advanced technical skills in utilizing all Microsoft Office, SharePoint, MS Teams and other office technologies.
- **Organized**– You are well organized, have exceptional time management skills. able to balance multiple priorities and projects in a fast-paced environment, meet deadlines and follow through on commitments.
- **Customer Service Oriented**– You demonstrate a positive, can-do attitude with the desire to take on additional responsibilities, consistently deliver high quality customer service to both internal and external stakeholders.
- **Adaptable**– You can work effectively in a high stress environment with many deadlines, unresolved situations, frequent changing priorities, delays, and unexpected events while staying calm under pressure.
- **Proactive/Anticipatory**– You demonstrate good judgment and are willing to seek out opportunities to improve your work and the successes of the team. You are also able to see items that need to be addressed before the team does and can anticipate needs before you are asked.

What else you need to know:

- **Work Schedule**– Your normal work schedule will be Monday-Friday (30-40 hours per week between 8:00 am and 5:00 pm). Flexible start and end times are available in this role. We strive to keep work responsibilities within agreed to timeframes; however, occasionally you may be needed to work beyond that and outside these timeframes to meet client demands and/or deadlines.
- **Work Environment**– This work will take place in a hybrid remote/in-office setting (at least 3 days a week in the office) at Management’s discretion.

TRIANGLE ASSOCIATES BACKGROUND

Founded in 1979 in an office the size of a closet in Seattle’s Pioneer Square, Triangle today has locations throughout the Pacific Northwest. Triangle Associates takes a dual approach to support informed decisions on the use of natural resources and the impacts of the built environment.

- We assist public and private agencies by providing environmental education services to ensure that future generations have the information they need to make sustainable environmental decisions.
- 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.

Triangle is a woman-owned, small business and our mission is to foster equitable and informed environmental decision-making. Our vision is a sustainable planet with engaged communities and leaders.

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 evolving to meet the needs of our staff, clients and the communities with which we serve. We value and welcome a diverse array of experiences and seek to create equitable opportunities for all. We look for teammates who think critically about their own cultural lens and can collaborate effectively with people of different backgrounds and abilities. See our commitment statement to DEI [here](#).

PHYSICAL DEMANDS

To successfully perform the essential duties of this position, an individual must be able to sit at a desk or in meetings for 6 to 8 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. 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 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.

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.