



Job Announcement: Administrative and Scheduling Assistant

Position Title: Administrative Assistant
Designation: 80% FTE/32 hours per week
FLSA Status: Non-Exempt
Start Date: March 2023 or when filled
Pay Range: \$22.00-\$25.00 DOE
Benefits: Triangle offers a competitive benefits package for 60%-100% FTE employees that includes medical, vision and dental coverage, Health Reimbursement Arrangement (HRA), commuter subsidies for transit, parking and/or bicycle transit, professional development budget, and a 401k retirement plan.

DESCRIPTION

Triangle Associates, Inc. is looking for a fun, professional and detail-oriented person to join our growing Administrative Team! The ideal candidate will be skilled in office administration, front office support, event planning, scheduling, file and database management. Primary responsibilities will be split between general front office support, education program scheduling as well as dedicated assistance to the Human Resources/Operations Manager and the Education/Scheduling Manager.

Triangle highly values strong problem solving, customer service and teamwork skills. This includes demonstrating a sincere, positive attitude toward helping others and getting things done and developing positive working relationships with colleagues. Your work at Triangle will offer the potential for professional growth and interesting, challenging work as part of our team.

Location

We are looking for an Administrative and Scheduling Assistant based in or near Seattle, WA to work in-person at our Eastlake neighborhood office. The Eastlake area has plenty of free street parking and easy to access public transportation. Triangle operates on an 8-5, Monday-Friday schedule and provides some flexibility for each employee's specific hours. This position is 32 hours a week in-person Monday through Thursday.

Covid-19 Considerations

Triangle has a Covid-19 Plan that follows the WA State Governor's Covid-19 guidelines.

RESPONSIBILITIES

General Office

- General admin support: office phone coverage, handling deliveries and mailings, sorting the mail, greeting clients, meeting set up and logistics, order and maintain adequate levels of office supplies, event planning, distribution and collation of new hire materials, data entry and tracking, file auditing, SharePoint file maintenance, interview scheduling and logistical support, travel arrangements, inventory tracking of office equipment and software programs, office space organizing, file archiving, providing documents, create/format documents and News Posts, note taking and assistance to staff working remotely.
- Attend weekly staff meetings, team meetings and regularly scheduled check-in meetings with designated supervisor.
- Maintain office common areas, conference rooms and supply rooms.
- Submit building work orders for maintenance issues.
- Co-manage computer and AV equipment reservations and troubleshoot office equipment issues.

Scheduling

- Provide general administrative assistance to the Education/Scheduling Manager.
- Schedule school programs, including assemblies, classroom workshops, school visits and teacher workshops.
- Communicate both orally and in writing with project managers, presenters, teachers, principals, and various school staff regarding scheduling details and program logistics.

- Assist with program marketing, maintain contact lists and databases, creates email distribution lists.
- Responsible for program data entry and updating master online scheduling calendar.
- Distribute and track evaluation materials, provide data for monthly progress reports.
- Provides support for program evaluation tasks.

QUALIFICATIONS

- Professional, organized, reliable and adept at managing multiple priorities while maintaining a calm presence and a positive, friendly attitude
- Bachelor’s degree or equivalent combination of education and experience.
- Minimum 1 year experience in database entry and manipulation; document production; scheduling and/or administrative assistance.
- Experience with scheduling and complex calendar management.
- Flexible and accepting of a variety of assignments working with wide range of individuals with different communication styles.
- Detail-oriented and produces high quality work.
- Proficient in Microsoft Office 365 and SharePoint.
- Work independently, show creativity, and take initiative in a wide variety of situations.
- Maintain confidentiality of proprietary information and use discretion and professionalism with sensitive information.

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 in the Eastlake office from approximately 8:30-5:00 is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

TRIANGLE ASSOCIATES BACKGROUND

Triangle Associates helps public and private agencies provide environmental education services to ensure future generations have the information they need to make sustainable environmental decisions, and we provide facilitation and public involvement services to government, private and non-profit leaders to ensure inclusive participation and durable decision-making for today’s natural resource, transportation, and land-use decisions. Founded in 1979, Triangle is a growing, vibrant company, a women-owned small business and a fun place to work.

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 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.

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.