



Job Announcement: Project Associate

- Position Title:** Project Associate
Designation: Full-time (32 hours per week/80% FTE)
Start Date: March 2023 or when filled
Salary Range: \$58,000-\$65,000 (will be prorated based on FTE)
Benefits: Triangle offers a competitive benefits package for full-time (60%-100% FTE) employees that includes medical, vision and 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.
Level: Early career
Area of Experience/Expertise: Meeting planning/documentation, written, visual and verbal communications, facilitation, mediation, conflict resolution, community engagement, tribal engagement AND Experience with: **Natural Resources Issues** (water, forestry, public lands, fisheries, species/habitat recovery, hydropower, energy/utilities, and/or Superfund/remediation) and/or **Built Environment Issues** (land use planning, transportation planning, infrastructure improvements)

SUMMARY

We are looking to hire an early career Project Associate to join our growing Facilitation and Public Involvement Team based in Bellingham, Washington. This position will provide a wide range of project support for public sector clients as a neutral party consultant.

BACKGROUND ON TRIANGLE ASSOCIATES

Founded in 1979, Triangle Associates is a growing, vibrant, women-owned small business and a dynamic and rewarding place to work! Triangle 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 and community members have the information they need to make sustainable and equitable 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. 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.

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 adjusted to meet the needs of our staff, community stakeholders and clients. We value and welcome a diverse array of experiences. We seek employees who think critically about their own cultural lens and can communicate effectively with people of different backgrounds and abilities. An ideal candidate will be committed to providing equitable engagement to our stakeholders, community, and clients. See our commitment statement to DEI on our website [here](#).

Location & Remote Work

This position is 32 hours a week and will be based at Triangle's Bellingham, Washington office. The Project Associate will be expected to utilize a combined remote and in-person work approach. Travel to meetings sites throughout the Northwest and western states may be required. Triangle operates on an 8-5, Monday-Friday schedule and provides some flexibility for each employee's specific hours.

RESPONSIBILITIES

- Serve on project teams that are providing support for multi-party collaborative governance, conflict prevention and conflict resolution processes with public sector clients, state and federal agencies, local governments, Tribal sovereigns, utilities, and range of community and stakeholder interests. Successful candidates will be able to demonstrate:
 - Understanding/synthesizing/communicating large amounts of technical/qualitative information regarding natural resource topics and communicate it in organized formats.
 - Strong attention to detail and task tracking, including taking direction verbally and be able to document and reflect accurately.
 - Producing well written meeting summaries after in-person or virtual meetings with clients, stakeholders, community members, or Triangle staff.
 - Leading the set-up, distribution, and live management of remote meeting logistics, conference calls, and webinars, using various applications (i.e., Zoom, Mural, Adobe Connect, WebEx, etc.).
 - Working as an active and proactive team member with the Project Manager and other project team members. This includes leading the set-up, preparation, and site-planning for in-person meetings when in-person meetings are appropriate under state guidelines and using proper Covid-19 precautions.
 - Drafting, editing and sending accurate and well-articulated email communications.
 - Creating graphic products and materials, including fact sheets, frequently asked questions, listserv updates, webpage materials, PowerPoint slide decks, etc.
 - Scheduling and coordinating meeting invitations, logistics, agendas, materials, venues, and IT needs for meetings and events.
 - Tracking project tasks through MS Teams and SharePoint online platforms.
 - Plan travel for projects including reserving hotels, booking flights, trains, or car rentals, tracking receipts and expenses, etc.
 - Provide copy editing and quality assurance/quality control (QA/QC) on all deliverables.
- Supporting the project team and the full Facilitation and Public Involvement Team to assess facilitation and stakeholder engagement needs through an integrated approach that connects back through Triangle's DEI lens, and focuses on centering marginalized communities, such as Black, Indigenous, people of color, and/or low-income and rural communities.
- Assisting Project Managers in determining how to meet client and project needs, planning the scope of work for a project, and how to implement the project needs to stay within scope and budget.
- Managing up to the Project Manager and support the project team by proactively communicating about upcoming tasks, deadlines, and issues and be a "thought partner" by proactively considering and communicating project challenges, strategies, and opportunities.

Internal Organizational Duties

- After six months of employment, eligible to participate in Triangle's committees including the Diversity, Equity, and Inclusion Committee, and the Communications Team.
- Facilitate internal meetings as needed such as staff meetings, team meetings and committee meetings to gain experience and receive mentoring.

QUALIFICATIONS

- Bachelor's Degree in natural resource, conflict resolution, planning or related field or equivalent combination of education and facilitation experience. Master's Degree or equivalent experience in a related field is preferred but not required.
- 1 to 3 years' experience working in a professional setting on public involvement, facilitation, communications, stakeholder engagement, community engagement, conflict resolution, and/or mediation.
- Experience working on natural resource topics or built environment with government agencies.
- Experience working directly with Tribal governments is a plus.
- Understanding of federal, tribal, state and local government structures in the U.S.
- Understanding of the topic of collaborative governance and environmental conflict resolution.

- Working both independently and on a team, show creativity, proactive thinking and taking initiative in a wide variety of situations.
- Understanding and experience with working on a team collaboratively and how to maintain a professional attitude with colleagues and clients at all times, including times of stress.
- Maintain a well-organized and detail-oriented approach to completing work tasks and produce high quality work.
- Demonstrated ability to listen carefully to understand, organize and communicate the needs and interest of multiple parties.
- Flexible and accepting of a variety of assignments working with wide range of individuals with different communication styles.
- Demonstrate an interest and desire to grow professionally.
- Proficient in Microsoft Office, Microsoft Teams Suite, Zoom or other remote meeting platforms and other project software systems as needed.,
- Adept at managing multiple priorities and competing deadlines.
- Clear and concise oral and written communication skills; seek clarification when needed.
- Interest and experience with public speaking and/or facilitation.
- Understanding of current conservation, species recovery, and habitat restoration initiatives in the Pacific Northwest.
- Take direction, feedback and constructive criticism from multiple Project Managers and apply successfully to assigned tasks.
- Maintain confidentiality of proprietary information and use discretion and professionalism with sensitive information.
- Ability to provide proof of Covid-19 vaccination.
- Bilingual language skills preferred but not required.

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. 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. We strongly encourage and seek applications from individuals with a bilingual and/or bicultural background.