



Job Announcement: Education Associate

- Position Title:** Education Associate
Designation: 80% FTE (32 hours per week) with potential to expand to 100% FTE (40 hours per week)
Start Date: Open until filled
Salary: \$50,000.00 – \$60,000.00 for 80% FTE (based on \$62,500.00-\$75,000.00 salary range at 100% 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, professional development budget, and a 401k retirement plan.

DESCRIPTION

Triangle's Education Team is seeking an experienced project manager and educator, for a leadership role within our creative and dynamic organization! This position works directly with clients and leads Triangle staff to develop and implement programs for schools and the wider community. The position requires flexibility and the ability to work independently as well as part of a team. The ideal candidate will have experience managing multiple different projects, communicating with diverse clients and audiences, and supervising and supporting staff. Triangle has a strong commitment to diversity, equity and inclusion (DEI) and seeks candidates with experience incorporating DEI principles into their daily work.

Location/Hours

The Education Associate position is based in our Seattle, WA office and is 80% time to start, with opportunity to expand up to 100%. Work takes place in person 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. This position requires availability during school hours with occasional early start times and infrequent evening engagements. Occasional evenings or weekend days may be required.

RESPONSIBILITIES

The following is a description of key responsibilities, with the understanding that some duties will be learned on the job and added in over time.

Project Management for Clients

- Manage multiple projects on topics such as resource conservation, public health, sustainability technical assistance, and theatrical assemblies.
- Serve as primary contact with clients, including working with them to understand priorities and goals when developing programs and materials.
- Leading project teams to develop program and review project outcomes and progress.
- Draft and produce client-ready documents of all types, including but not limited to school curriculum, evaluations, training materials, proposals, end of year reports, and other materials.
- Develop and maintain project budgets, including accurate tracking and ongoing management of deliverables.

Leadership and Support for Staff

- Take leadership role, and coordinate with colleagues and senior staff, in planning and leading team meetings, events and professional development.
- Serve as member of the supervisory team. Responsibilities include direct supervision of staff and supporting supervisees in establishing professional goals, monitoring workload, performance, and conducting evaluations.
- Provide thoughtful leadership, specifically making decisions that consider what is best for the team, company, budgets, and clients, while maintaining a solution-oriented attitude.
- Assist with team hiring and contribute to big-picture team planning and workload management.

Education and Outreach

- Create lesson plans and interactive educational materials, primarily for K-12 students and some adult audiences, for both in-person and virtual learning.
- Utilize concrete strategies to incorporate principles of equity and inclusion into lesson plans, materials, and teaching to forward DEI commitment.
- Direct outreach and assistance to schools and community groups. May include:
 1. Presenting classroom workshops on a variety of environmental and public health topics.
 2. Conducting workshops and/or table events for community groups.
 3. Engaging visitors, including school-age and adult groups, at an off-site educational museum.
 4. Conducting sustainability waste audits in schools and providing recommendations on implementing conservation programs.
- Conduct trainings and coach education team on teaching methods, classroom management techniques, and client messaging.

Business Development

- Work with the team to generate new business development ideas, including participating in business development meetings and independently following up as needed.
- Respond to requests for information from public and private organizations, which may include writing proposals, assisting with project interviews and tracking useful marketing information.
- Assist in building a professional network of contacts. Represent Triangle in an accurate and professional manner at conferences and networking events.

KEY QUALIFICATIONS

- Experience incorporating diversity, equity and inclusion principles, in a respectful, creative and culturally responsive way.
- Experience as a project manager of various sized projects, managing multiple projects at once (experience with consulting a plus though not required).
- Experience supervising staff and supporting staff development.
- Experience managing staff project teams and working directly with external stakeholders (such as clients, school administrators, grantors, and community leaders).
- Working knowledge of school communities, including understanding barriers and challenges to participation.
- Clear, written, and verbal communication skills with attention to detail as well as excellent organizational and self-managing skills.

DESIRED QUALIFICATIONS

- Fluency and ability to lead programs in Spanish or other languages is a plus, but not required.
- Experience providing hands on community outreach and/or working with groups of youth ages 6-18 (familiarity with school settings is a plus).
- Background knowledge and ability to learn about resource conservation and environmental health topics such as waste reduction and recycling, water conservation, watershed protection, renewable energy, and climate change.
- Experience with business development is a plus (such as grant or proposal writing, networking, generating ideas and contacts for potential clients).

BASIC REQUIREMENTS

- Ability to use computer programs such as Microsoft Word, Outlook, PowerPoint and Excel. (Experience with MS Teams and SharePoint is a plus but not required.)
- A reliable car, valid Washington State driver's license, clean driving record, and auto insurance covering bodily injury and property damage. Able to drive to schools throughout King and Snohomish counties (travel and mileage for education programs is reimbursed).

- Availability to work during school hours with possible early travel start times with occasional evenings and weekends as needed.
- Ability to maneuver classroom materials weighing up to 30 lbs.
- Ability to pass a background check.
- Ability to provide proof of COVID-19 vaccination.

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 [here](#).

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.