



# Triangle Associates Job Announcement: Diversity, Equity, and Inclusion Manager

**Position Title:** Diversity, Equity, and Inclusion (DEI) Manager

**Designation:** 32 hours a week(80% Full Time Equivalent)

**Fair Labor Standards Act (FLSA) Status:** Exempt (Salary)

**Start Date:** July/August 2023 or when filled

**Salary Range:** \$62,000.00 – \$66,000.00 for 32 hours per week (\$37.26-\$39.66 per hour)

**Office Location:** Seattle, Washington, with the ability to work one day at home a week.

**Benefits:** Triangle offers a competitive benefits package that includes medical, vision and dental coverage, Health Reimbursement Arrangement (HRA), commuter subsidies for transit, parking and/or bicycle transit, professional development budget, a 401k retirement plan, and flexibility for occasional work from home. Other benefits include a welcoming community with a collaborative culture and an emphasis on growth and learning, as well as the ability to create change with schools, governments, stakeholders, and communities.

## Who We Are

Triangle Associates is celebrating 44 years of helping communities make decisions for a more sustainable planet through our education, facilitation, and community engagement work. We are a woman-owned, private business that provides consultation services to government agencies, Tribes, nonprofit organizations, and private companies. With just over 50 staff members, we connect with dozens of institutions and thousands of community members and students every year throughout the Pacific Northwest and beyond. Triangle has an office in Seattle and smaller offices in Portland, Bellingham, and Leavenworth.

With staff who are dedicated to diversity, equity, and inclusion (DEI), we have made significant DEI investments and have seen important changes both internally within our company and as we conduct our work as consultants. We are committed to being an anti-racist organization and change-makers in our industry and our communities, and we are now searching for strong leadership and guidance to move us further. We are hiring a DEI Manager to provide this guidance and assistance with new and continued efforts as we strengthen the people, culture, work, and capacity of Triangle Associates as an accountable, DEI-centered company.

## Who You Are

- **Experienced.** You are experienced in leading efforts to address inequity in your professional and personal worlds. You can bring ideas and solutions with prior organizing experience to lead, kick-start, and engage staff in new initiatives and programs.
- **Organized and Action-Oriented.** You have prior project management experience and are comfortable and willing to adapt to a fast-paced consulting sector. You have a demonstrated ability to effectively organize and implement DEI strategies.
- **Advocate and Confidant.** You are a trusted advisor for the DEI Committee and affinity groups. You are a champion for staff who identify as Black, Indigenous and people of color (BIPOC) in predominantly White spaces (around 70-75% of Triangle's staff identify as White).
- **Direct Communicator.** You are a role model for how to productively and proactively lean into and address harmful behavior that is not aligned with our DEI values (e.g. microaggressions and macroaggressions, minimizations, tokenization, etc.). You know how to navigate these issues on every level - including within management and higher-level roles.
- **Bridge Builder.** You have experience in change management, conflict resolution, and organizational development by centering the individuals most impacted by marginalization and systems of oppression. You can build bridges across teams, identities, communication styles, and organizational power dynamics.
- **Coach.** You are able to coach and consult internally with staff and externally with clients to improve practices, curricula, and methodologies from a DEI and anti-racism perspective.

- **Curious About Mission-Driven Businesses:** You are curious about how small businesses work and are interested in understanding their constraints and potentials through their spheres of influence and platforms for a more sustainable and equitable planet.

### DEI Manger's Core Responsibilities

- **Coach Staff and Clients in DEI and Anti-Racist Best Practices:** The DEI Manager will join project teams to provide clients with critical coaching to improve our projects from a DEI perspective. This could include advising on curricula, community partnerships, policy development, and communication techniques.
- **Implement Triangle's DEI Plan.** Triangle staff spent nearly a year co-developing and updating our DEI Plan. While this Plan may change and improve over time, the DEI Manager will be responsible for implementing this Plan. This includes developing DEI programs, procedures, trainings, and policies that align with Triangle's objectives and values.
- **Advise Peer-Led DEI Committee and Affinity Groups:** Triangle has peer-led cultural and justice structures such as its DEI Committee and affinity groups for staff who identify as LGBTQIA+ and POC. The DEI Manager will collaborate and coach the DEI Committee and identity-based affinity groups to actualize goals and strategies serving as advocate to ensure authentic organizational commitment.
- **Support Human Resources:** Assist in professionally supporting and resolving sensitive employee relation matters, serve as advocate for marginalized employees, ensure BIPOC staff are supported in client relations, develop reporting and resolution systems, and train managers on culturally competent leadership.
- **Support Hiring and Recruitment:** Develop and maintain deep multicultural organization relationships to recruit new staff. Assist with inclusionary hiring practices.
- **Expand and Maintain Community Relationships:** Support Triangle in being a partner to community-based organizations (CBOs) and multicultural communities throughout the region and help us maintain a mutually beneficial CBO network that participates in our facilitation, education, and community engagement activities.
- **Expand and Maintain Diverse Business Relationships:** Expand BIPOC partnerships and business opportunities through our team structures, sub-consultants, and purchasing decisions.
- **Serve as a Strategic Advisor to Project Managers:** Work with project managers across a range of education, facilitation, and community engagement projects to embed DEI principles as part of budgets, scopes of work, and ongoing project implementation.
- **Training, Mentorship, and Communication:** Conduct trainings, Lunch & Learns, and workshops to improve Triangle staff's DEI competencies. Develop meaningful and engaging communication channels that foster a holistic, accountable, accessible, and visible culture of DEI learning and values. Mentor others on their DEI journey through a diversity of levels of understanding around issues of race/racism with an intersectional analysis to improve how they work and show up at Triangle.
- **Manage DEI Budget:** Manage Triangle's DEI budget (currently approximately \$10K annually) for resources, training, programs, and other initiatives.
- **Conduct Research:** Maintain and communicate knowledge of diversity-related issues, legislation, and best practices for guidance. Advise and interrupt when internal and external business practices conflict with DEI commitments of Triangle.
- **Data & Tracking:** Accurately collect and analyze data to guide decision making, measure progress, and establish trends involving DEI goals and metrics.

### Candidate Qualifications

Qualifications include combination of professional, cultural, community, and training experiences, including but not limited to:

- Lived experience and cultural competency with underrepresented communities, including Black, Indigenous, Latine, disabled, and/or LGBTQ+ communities, and the ability to bring this lens to conversations about anti-racism, anti-oppression and embedding equity in how you work and build relationships with others.
- Minimum of 5 years of experience championing and developing DEI programs, policies, and initiatives in an organization or company as the lead contributor and as a collaborator.

- Outstanding project management skills to implement programs, monitor progress, follow timelines, and overcome challenges.
- Exceptional written and verbal communication skills with attention to detail.
- Facilitation and co-facilitation experience leading discussions, training, workshops, and/or other guided anti-oppression education programs with internal and external groups of all sizes.
- Demonstrated ability to work with diverse coworkers, and clients in culturally responsive ways.
- Strong background knowledge and research skills around systemic disparities, intersectionality, cultural diversity, identity development, and general equity analysis.
- Experience with virtual platforms such as Zoom, Microsoft Teams and/or Google Meets and ability to host hybrid, virtual, and in-person meetings and programs.
- Ability to provide proof of COVID-19 vaccination.

**Desired candidates will also bring some or all the following cultural and professional experiences:**

- Multilingual native and/or fluent speakers of languages other than English.
- A history of cultural and community involvement and leadership that includes personal and cultural ties to regional diverse multicultural and multilingual communities, networks, and organizations.
- Tribal Nation, urban native, and other Indigenous community relationships and experience as Triangle works closely with Tribal governments and organizations.
- Interest in a range of topics that affect our natural and built environments, including but not limited to resource conservation, climate change, watershed protection, affordable housing, transit/transportation, land use, environmental justice, and renewable energy.
- Desired experience as a consultant or with a consulting firm.
- Understanding of employment, discrimination, and civil rights laws and/or HR compliance.

**Ready to Apply?**

Please email your CV or resume with a cover letter to Triangle’s Human Resources Manager at [employment@triangleassociates.com](mailto:employment@triangleassociates.com). Please include the position title in the email subject line. Please include the following in your cover letter:

- Please share your previous experience (professional, cultural, social, and/or educational) and how this experience has shaped your DEI work.
- Please describe your approach to DEI work as a coach and guide.
- Are you able to come into the Seattle office (Eastlake neighborhood) on a weekly basis?
- How did you learn about the position?

**Drop-In Session**

Do you have questions about this opportunity or our company? We are hosting an information session on June 1, 2023 from 5:30-6:30 PM. Please register here: <https://us06web.zoom.us/meeting/register/tZAlc-igqTMuHdCoWTfmZkqqMp7iRb-GW1jq>. You can reach out to us at [employment@triangleassociates.com](mailto:employment@triangleassociates.com) with any questions.

**Our Hiring Timeline and Process**

Below is the approximate timeline for hiring; this may shift depending on applicants.

- Reviewing applications: 5/18-6/12
- First round interviews: 6/7-6/15. Questions will be sent in advance.
- Second round interviews: TBD following first round interviews. Questions will be sent in advance.
- Employee start date: Open until filled.
- All applicants will be notified when the position is filled.

**We look forward to learning more about you and hopefully welcoming you to the team!**

*Triangle Associates is an Equal Employment Opportunity Employer and encourages 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 or any other characteristic protected by law.*