



## Triangle Associates Job Announcement Community Engagement Associate (Seattle, WA and Portland, OR)

<b>Job Title:</b>	Community Engagement Associate
<b>Designation:</b>	Full-time (40 hours per week)
<b>Fair Labor Standards Act (FLSA) Status:</b>	Exempt
<b>Team:</b>	Facilitation and Public Involvement (Fac-PI)
<b>Start Date:</b>	July 2023 or until filled.
<b>Salary:</b>	\$69,000.00-\$75,500.00 annually dependent on experience.
<b>Benefits:</b>	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 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.
<b>Level:</b>	Mid-career
<b>Related Experience or Interest:</b>	Experience with conducting community outreach and engagement with environmental justice communities is required.  Knowledge of natural resources or built environment public policy issues, and knowledge of local, state, federal and tribal governmental structures is helpful but not required.
<b>Location:</b>	In or within commuting distance of Seattle, WA or Portland, OR, with the option to work-from-home with a minimum one day per week in office or co-working space, and working in the field approximately 25% of the time.
<b>Apply:</b>	Please send a cover letter and resume to Triangle’s Human Resources Manager at <a href="mailto:employment@triangleassociates.com">employment@triangleassociates.com</a> . Include the position title and preferred location in the subject line. Please highlight how your previous experience and capabilities directly support this Community Engagement Associate position.
<b>Interviews:</b>	Virtual and in-person interviews will be held in June 2023. A summary of interview questions will be sent to interviewees in advance.
<b>Info Session:</b>	To learn more about these positions, join our online information session on May 31 from 5:30-6:30 pm via Zoom ( <a href="#">register here</a> ).

### Summary

We are looking for Community Engagement Associates to join our Facilitation and Public-Involvement (Fac-PI) team. One will be based in our Seattle, Washington office and one in Portland, Oregon. The Community Engagement Associate’s position at Triangle is designed to advocate for best practices when engaging with diverse community members to ensure they are represented and empowered to inform governmental decisions. We have listed our desired qualifications, however we know that many different life and cultural experiences translate to work experience. If you are interested in this position, we are interested in hearing from you!

### Who We Are

Triangle Associates is celebrating 44 years of helping decision-makers make public policy decisions that support a more sustainable and equitable planet through our community engagement, facilitation, and education work. Decision-making for a sustainable planet requires engaging with the communities affected by those decisions.

Triangle Associates is a woman-owned business that provides consultation services to government agencies, Tribes, nonprofit organizations, and private companies. With around 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 its main office in Seattle, and satellite offices in Portland, Bellingham, and Eastern WA.

Triangle is committed to being an anti-racist organization; providing opportunities and platforms for our staff, clients, and community partners to be seen, heard, and amplified – especially Black, Indigenous, people of color (BIPOC), and other marginalized people. For our full DEI Commitment statement, see [here](#).

## What You Will be Doing

### Community Engagement

- **Community Engagement Plans:** Develop equitable community engagement plans for local, state, federal, and Tribal clients. These plans should use creative strategies to amplify the perspectives of BIPOC and other minoritized/marginalized groups.
- **Community Surveys:** Manage and conduct online and paper community surveys to help shape public policy. This includes conducting in-person surveys in partnership with community-based organizations (CBOs).
- **Focus Groups:** Partner with CBOs to organize focus groups for demographic groups (e.g. Spanish speakers, youth, people who are neurodiverse, people with disabilities) and provide accommodation.
- **Assessments:** Assess community engagement needs through an integrated approach that connects back through Triangle's DEI lens, and focuses on centering marginalized communities, such as BIPOC, and/or low-income and rural communities.
- **Analysis:** Collect and analyze quantitative data (e.g. community surveys), as well as qualitative data (focus groups, storytelling etc.). Synthesize results into reports and presentations so governments can use community input to make decisions.
- **Multilingual Coordination:** Oversee the transcreation of written materials in various languages and manage interpretation during live meetings. Given this role, it's a plus if the Community Engagement Associate has multilingual abilities, but this is not required.
- **Graphics:** Create visually engaging graphic documents, including fact sheets, slide decks, and infographics with an accessible lens.

### Facilitation

- **Facilitation:** Facilitate small to medium sized meetings and processes with public sector clients. Maintain neutrality, meaning focusing on a fair process rather than advocating for a certain outcome.
- **Conflict Resolution:** Help implement conflict prevention and conflict resolution approaches in collaboration with on-staff mediators. Maintain confidentiality of proprietary and sensitive information.
- **In-Person Meeting Planning:** Plan travel for projects including reserving hotels, booking flights, trains, or car rentals, tracking receipts and expenses, etc. Lead or manage the set-up, preparation, and site-planning for in-person meetings. Schedule and coordinate invitations, logistics, agendas, materials, venues, and IT needs for meetings.
- **Virtual Meeting Planning:** Manage virtual platforms (e.g. Zoom, Mural (collaborative whiteboard), etc.) for online meetings and webinars.
- **Writing:** Manage the production of meeting summaries after meetings and other reports.

## Project Management

- **Project Management:** For large projects, serve as a deputy project manager and assist project managers in planning the scope of work for a project, and how to implement the scope and stay within budget and client expectations.
- **Organization:** Track project tasks through online platforms or other methods. “Manage up” to project managers regarding due dates and deliverables. Provide regular updates to project managers and clients.
- **Administration:** Prepare progress reports, invoices, and final reports for clients.
- **Communications:** Maintain communications with clients via phone, email and in person. Conduct quality assurance/quality control (QA/QC) on all written deliverables.

## Internal Company-wide Work

- **Business Development and Marketing:** Lead the development of proposals in response to Requests for Proposals (RFPs); maintain a current resume; and seek opportunities to grow the business of Triangle and the team members.
- **Committees:** After 6 months at Triangle, have the opportunity (not required) to serve on the Diversity, Equity, and Inclusion Committee, or the Communications Committee.

## Education and Experience

- Experience working in community engagement, stakeholder facilitation, project management, and/or conflict resolution.
- Bachelor’s Degree in natural resource, conflict resolution, or related field or equivalent combination of education and facilitation experience. Master’s Degree or equivalent experience in a related field is a plus but not required.
- Experience or ability to quickly learn Microsoft Office 365.

## Locations and Remote Work

- We are looking for two Associates, one based in/near Seattle, Washington and one based in/near Portland, Oregon and is willing to work on projects throughout the Pacific Northwest region, California, and Alaska.
- Triangle’s staff uses a hybrid (combined) work-from-home and in-person model. We have an established Seattle office and our Portland location is a co-working space.

## Physical Demands

To successfully perform the essential duties of this position, an individual must be able to sit or stand 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 should be able to engage clients over the phone and in-person by voice or assistive technology. While some absences may be protected by federal, state and/or local laws, regular attendance is an essential function of the job. Reasonable accommodation may be made to assist people with disabilities to perform essential job functions.

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.