



## Triangle Associates Job Announcement Project Associate – Built Environment Focus (Seattle, WA)

**Job Title:** Project Associate (Built Environment Focus)

**Designation:** Full-time (40 hours per week)

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

**Office Location:** Seattle, Washington

**Start Date:** September 2023 or until filled.

**Salary:** \$58,000.00 - \$60,000.00 annually dependent on experience.

**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 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.

**Level:** Early career

**Related Experience or Interest:** Knowledge of built environment issues such as land use, housing, infrastructure, transportation, and transit. Knowledge of local, state, federal and tribal governmental structures. Experience with conducting outreach and engagement with diverse communities.

**Drop-In Session:** To learn more about this position join our online information session on August 15<sup>th</sup> from 5:30 – 6:30 PM via Zoom ([Register Here](#)).

### Summary

We are looking for a Project Associate to join our Facilitation and Public-Involvement team in Seattle, WA. The Project Associate will support facilitation and community engagement projects for government clients. This Project Associate's focus will mainly be on the built environment, meaning land use, housing, transportation, transit, infrastructure, and other aspects of our built world. 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. 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 Wenatchee.

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](#).

### Project Associate's Core Responsibilities

- **Support Meeting Facilitation.** You will support project managers (PMs) with stakeholder facilitation, including virtual, hybrid (virtual and in-person) and in-person meetings, workshops, and events. Draft meeting agendas and materials for review by PMs. Act as a thought partner with the PM about how to design meetings and processes in line with Triangle's Diversity, Equity, and



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Inclusion commitments. Schedule and coordinate meeting logistics including invitations, translation, interpretation, accommodations, childcare (if needed), materials, venues, and IT needs. Lead the set-up, distribution, and live management of remote meeting logistics, conference calls, and webinars, using various applications (e.g., Zoom, Mural, WebEx, etc.) and devices (e.g., computers, webcams, projectors, etc.). Plan travel for projects including reserving hotels, booking flights, trains, or car rentals, tracking receipts and expenses, etc. Take notes during meetings to produce timely, high-quality meeting summaries.

- **Community Engagement.** Support public communications regarding infrastructure projects and their impacts. Create materials like postcards, webpages, mailers, and fact sheets to keep the public informed about infrastructure projects. Track public feedback on infrastructure projects and synthesize public communications for clients. Help host open houses and webinars regarding infrastructure projects. Track action items and send follow-up communications to keep projects moving forward.
- **Support Project Management.** Proactively forecast, track, and communicate with PMs on upcoming tasks, deadlines, and issues. Maintain accurate contact lists, SharePoint file structures, planning documents and other project management tools for each project. Communicate with multiple PMs to maintain a clear understanding of priority tasks and timeframes for deliverables across multiple projects. Provide copy editing and quality assurance/quality control (QA/QC) on all deliverables.
- **Write and Communicate.** Understand, synthesize, and communicate large amounts of technical information in writing, verbally, and visually regarding built environment topics. Create high quality graphic products and materials, including fact sheets, frequently asked questions, newsletters, slide decks, etc. and contribute writing for project reports and strategic plans.
- **Support Marketing and Business Development.** Develop pieces of proposals under the direction of a PM or Marketing Coordinator. Assist with roster management, marketing reports, and tracking of proposals. Conduct background research for proposals and interviews and represent Triangle at pre-proposal meetings and marketing events.
- **Engage in Internal Company Work.** Facilitate weekly staff meetings. After 6 months at Triangle, have the opportunity (not required) to serve on the Diversity, Equity, and Inclusion Committee, or the Communications Committee.

### Candidate Qualifications

- 1 to 3 years of experience working in public policy, urban planning, community engagement, stakeholder facilitation, and/or project management.
- Bachelor's Degree in urban planning, community development, public policy or related field, or an 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.

### Location and Remote Work

- This Project Associate will be based in or within commuting distance of Seattle, Washington. The position is intended 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.



## **Triangle Associates Job Announcement Project Associate – Built Environment Focus (Seattle, WA)**

### **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.

### **Ready to Apply?**

Please send a cover letter and resume to Triangle's Human Resources Manager at [employment@triangleassociates.com](mailto:employment@triangleassociates.com). Include the position title and preferred location in the subject line. Please highlight how your previous experience and capabilities directly support this Project Associate position.

### **Hiring Timeline and Process**

Virtual and in-person interviews will be held in late August – early September 2023. A summary of interview questions will be sent to interviewees in advance. All applicants will be notified when the position is filled.

*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.*