



Job Announcement Education and Outreach Specialist

for Environmental Education in King and Snohomish County Schools

Position Title: Education and Outreach Specialist

Designation: Full-time at 40 hours a week (32 hours per week available if preferred)

Start Date: October 2023 (Open until filled)

Salary: \$22.00 - \$26.00 per hour commensurate with experience. (Travel time and mileage to/from schools from our Seattle Office is compensated).

Location: This work will take place in-person at different schools throughout the King and Snohomish County area, and at the Triangle office in the Eastlake neighborhood of Seattle.

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.

Summary

We are seeking a dependable and enthusiastic educator to present conservation themed programs in classrooms for grades 1-12, provide education and outreach to community groups, and contribute to program and curriculum development. Training will be provided. The Ideal candidate will have experience working with diverse youth audiences and demonstrate an understanding of environmental justice concepts, as well as diversity, equity, and inclusion principles.

Core Responsibilities

- **Provide Education Programs in Schools.** Present classroom workshops throughout schools in King and Snohomish Counties on a variety of environmental topics. Assist with development and updates of programs, including creative program curriculum and materials.
- **Engage in Community Outreach.** Conduct outreach through phone calls and visits with community members and through community events. May include engaging visitors, including school-age and adult groups, at an off-site educational center/museum.
- **Participate in Internal Company Work.** Participate in team meetings and ongoing professional development, as well as all staff meetings and trainings. Daily tracking and communication regarding outreach scheduling and recording of hours worked.

Who We Are

Founded in 1979, Triangle Associates is a growing, vibrant, women-owned small business and a dynamic and rewarding place to work! With around 50 staff members, we connect with hundreds of stakeholders and thousands of community members and students every year throughout the Pacific Northwest and beyond. Triangle has its main office in Seattle, and smaller satellite offices in Portland, Bellingham, and Wenatchee.

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 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](#).

Who You Are

- **Experienced.** You have a minimum of two years of experience teaching students in a formal or non-formal setting (classroom setting, outdoor education, or other).
- **Skilled with groups.** You have excellent classroom or group management skills and the ability to work under pressure in a dynamic school or museum setting.
- **Adaptable.** You can adapt your teaching style for various ages and learning styles, including voice projection, improvisational skills, and creative energy to teach lessons and present information in an engaging and hands-on manner.
- **Culturally Competent.** You demonstrate an understanding of cultural competency and show sensitivity and thoughtfulness when working with diverse populations.
- **Knowledgeable.** You have basic background knowledge of or interest in learning more about environmental issues such as waste reduction, water conservation and pollution prevention, renewable energy, and climate change.
- **Organized and Action-Oriented.** You have excellent organizational and self-management skills. Clear, written, and verbal communication skills with attention to detail.

Candidate Qualifications

- A reliable car, valid Washington State driver's license, clean driving record, and auto insurance covering bodily injury and property damage. This position requires driving to schools and transporting classroom materials.
- Availability to work during school hours with possible early travel start times with occasional evenings and weekends as needed.
- 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.
- Ability to carry or transport up to 30 lbs. of workshop materials.
- Ability to pass a background check.
- Ability to show proof of vaccination against Covid-19.

Ready to Apply?

Please send a cover letter and resume to Human Resources Manager at employment@triangleassociates.com with the email subject line "Education and Outreach Specialist". No phone calls please. Please highlight how your previous work experience and capabilities directly support the job responsibilities and your success at Triangle. Cover letters should additionally include a brief bulleted response to the following points:

- Confirm that you have a valid driver's license AND vehicle (REQUIRED) for school visits.
- Confirm that you are fully vaccinated against Covid-19.
- How did you learn about the position?

Our Hiring Timeline and Process

In-person interviews will be held in late September/early October 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. We strongly encourage and seek applications from individuals with a bilingual and/or bicultural background.