



Triangle Associates Job Announcement: Senior Associate Built Environment and Community Engagement Focus

Position Title: Senior Associate

Designation: Full-time at 40 hours a week

Fair Labor Standards Act (FLSA) Status: Exempt

Start Date: Open until filled

Salary Range: \$95,000.00 - \$102,000.00 annually commensurate with experience.

Benefits: Triangle offers a competitive benefits package that includes paid 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, paid vacation and holidays (including the last week of the year off) and flexibility for work from home. Other benefits include a welcoming community with a collaborative culture, an emphasis on growth and learning, and the ability to create change to support a sustainable planet with schools, governments, stakeholders, and communities in the Pacific Northwest and throughout the western U.S.

Who We Are

Triangle Associates is celebrating 45 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 (Diversity, Equity, Inclusion) Commitment statement, see [here](#).

Who You Are

- **A Leader.** You thrive leading teams through complex, exciting, and dynamic projects. You enjoy mentoring teammates to deliver successful and meaningful projects.
- **Experienced.** You have 8-10 years of experience working in the public policy sphere as a facilitator or community engagement expert.
- **Grounded in Equity.** You understand the critical linkages between built environment policies and outcomes for Black, Indigenous, and people of color, low-income communities, and other marginalized identities. You believe in the right of community members to shape the policies that impact their lives.
- **Knowledgeable.** You have a solid comprehension of topics impacting the built environment, ranging from affordable housing, to energy infrastructure, to transportation and land use planning. You understand how these topics intersect with local, state, federal and Tribal government.
- **Organized and Action-Oriented.** You are skilled at managing projects, tracking tasks across multiple projects, leading teams, and you enjoy the pace of the consulting sector.

Core Responsibilities: Facilitation

- **Facilitate Elected Officials and Stakeholders:** Lead meetings with elected officials or stakeholders to discuss pressing issues affecting the built environment.
- **Tribal Engagement:** Serve as a facilitator for Tribes' participation policies and plans.
- **Conflict Resolution:** Help manage and mitigate conflict using assessments and other tools.
- **Report Development:** Generate a range of reports documenting key milestones or outcomes of a process.

Core Responsibilities: Community Engagement

- **Community Engagement Strategy:** Design overall strategies that center communities and enable their participation and involvement directly in governmental decision making.
- **Community Engagement Plans:** Develop equitable community engagement plans for local, state, federal, and Tribal clients. These plans include creative strategies to amplify the perspectives of BIPOC community members and other marginalized groups.
- **Lead Engagement Efforts:** Reach community members where they are at through a range of engagement techniques including surveys, focus groups, community interviews, community meetings, and festival outreach. Use defensible approaches to analyze community input and create clear and accurate reports that support decision makers in understanding community needs and making decisions that meet those needs.
- **Relationship Building:** Strengthen respectful relationships with community-based organizations in ways that benefit them and honor their time and expertise.
- **Multilingual Coordination:** Oversee the transcreation of written materials in various languages and manage interpretation during live meetings.

Core Responsibilities: Other

- **Project Management:** Keep projects running smoothly that range in size from small (approx. \$25K) to large (approx. \$250K).
- **Business Development:** Respond to Requests for Proposals to generate new and meaningful work for Triangle.
- **Supervision:** Serve as a supervisor to Triangle teammates.
- **Company Leadership:** If interested, serve on Triangle's internal committees including the Diversity Equity and Inclusion Committee, Communications Team, and others. Help lead the company with other internal initiatives that allow us to fulfill our mission and vision.

Required Candidate Qualifications

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

- Bachelor's degree in a related field or commensurate experience.
- 8-10+ years of experience working in the public policy sphere (this time can include earning a relevant degree). Public policy experience could look like facilitation, community organizing, stakeholder engagement, conflict resolution, etc.
- Lived experience and/or 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.

Desired Candidate Qualifications

- Master's degree in a related field.
- Multilingual native and/or fluent speakers of languages other than English that are common in the Puget Sound Region.
- Tribal Nation, urban native, and other Indigenous community relationships and experience as Triangle works closely with Tribal governments and organizations.
- Experience as a consultant or with a consulting firm.

Location and Remote Work

This position will be based in or within commuting distance of Triangle's Seattle office. Triangle's staff uses a hybrid (combined) work-from-home and in-person model. This position will be expected to work in the office approximately 2 days per week.

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

- How your previous work experience and capabilities directly support the job responsibilities and your success at Triangle.
- How you found out about the position.

Drop-In Session

Do you have questions about this opportunity or our company? We are hosting virtual information sessions:

- Midday: June 5 from 12:00-1:00 PM. Register here: <https://us06web.zoom.us/meeting/register/tZlftuqrrzkvHd2a16BnvumNWHuFj0307AIO>
- Evening: June 6 from 5:30-6:30 PM. Register here: <https://us06web.zoom.us/meeting/register/tZllc-2spzMvGNf-5lmwq5fydxRMUVaGZOyw>

You can reach out to us at employment@triangleassociates.com with any questions.

Hiring Timeline and Process

Virtual and/or in-person interviews will be held in June 2024. A summary of interview questions will be sent to interviewees in advance. All applicants will be notified when the position is filled.

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.