



Triangle Associates Job Announcement Project Associate - Natural Resource Focus Wenatchee Duty Station, Eastern Washington Region

Job Title: Project Associate (Natural Resource Focus)

Designation: Full-time at 40 hours per week

Fair Labor Standards Act (FLSA) Status: Non-Exempt Hourly

Office Location: Wenatchee Valley region, Washington

Start Date: September 2024 or until filled.

Salary: \$60,000.00 - \$71,000.00 annually dependent on 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.

Level: Early career

Related Experience or Interest: Knowledge of and experience communicating about one or more natural resource management topics in the Pacific Northwest (e.g., forest management, water resources, climate change, wildfire and drought preparedness, salmon recovery, public lands, hydropower & energy, etc.) Knowledge of local, state, federal and Tribal government structures.

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 Commitment statement, see [here](#).

Who We Are Looking For

We are looking for a Project Associate to join our Facilitation and Public Involvement team to support the Eastern Washington (located in Wenatchee) Triangle satellite office. The Project Associate will support facilitation and public involvement for public and private sector clients. This Project Associate's focus will mainly be on natural resource projects covering a variety of topics. Experience working with communities in Eastern Washington is a plus. We have listed our desired qualifications but 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!

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, Teams 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 natural resource projects and their impacts. Create materials like postcards, webpages, mailers, and fact sheets to keep the public informed. Track public feedback and synthesize public communications for clients. Help host open houses, stakeholder interviews, surveys and webinars. 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 on all deliverables.
- **Write and Communicate.** Understand, synthesize, and communicate large amounts of technical information in writing, verbally, and visually regarding natural resource 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 Business Development.** Develop proposals under the direction of a PM or Bids and Proposals Associate. 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.
- **Administrative Support.** Support the Directors and teams by coordinating co-working days, team-building events, travel, meeting scheduling, expense entry, and providing general administrative support.
- **Engage in Internal Company Work.** Facilitate staff meetings. After 6 months at Triangle, have the opportunity (not required) to serve on the Diversity, Equity, and Inclusion Committee, Communications Committee and/or Sustainability Committee.

Candidate Qualifications

- 1 to 3 years of experience working in public policy, natural resource management, and/or community engagement and stakeholder engagement processes.
- Bachelor's Degree in natural resource management, dispute resolution, collaborative governance, environmental studies, public policy or related field, or an equivalent combination of education and facilitation experience.
- 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 Wenatchee, Washington. The position is intended to work on projects throughout the Pacific Northwest region. Triangle's staff uses a hybrid (combined) work-from-home and in-person model.



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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. Include the position title and location in the subject line. Please highlight how your previous experience and capabilities directly support this Project Associate position. Cover letters should additionally include a brief bulleted response to the following point:

- *How did you learn about the position?*

Hiring Timeline and Process

Virtual and in-person interviews will be held in August 2024. 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.