



Job Announcement: Environmental Education and Outreach Specialist

Position Title: Education and Outreach Specialist- King and Snohomish Counties

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

FLSA Status: Hourly Non-Exempt

Start Date: February 2025 or when filled

Salary Range: \$24.00-\$30.00 per hour commensurate with experience. (Travel time and mileage to/from schools from our Seattle Office is compensated).

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.

Summary

Our team is growing, and we are seeking a dependable and enthusiastic educator to present conservation-themed programs in classrooms for grades K-12 and provide on-site technical assistance for businesses, schools, and multi- and single-family housing units. Specialists will present in-class workshops for K-12th grade students, providing a 45–to 60-minute workshop for each classroom, throughout King and Snohomish Counties. Specialists will also provide tailored guidance, in the form of technical assistance, to properties including how to set up and maintain recycling and organics collection systems, how to reduce waste, and how to set and reach sustainability goals. The ideal candidate will have experience working with diverse adult and youth audiences and demonstrate an understanding of environmental justice concepts, as well as diversity, equity, and inclusion principles.

Who We Are

Triangle Associates is celebrating 45 years of helping decision-makers make natural resource management and public policy decisions that support a more sustainable and equitable planet through our facilitation, mediation, community engagement, 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 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 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 You Are

- **Experienced.** You have experience working with diverse adult audiences forming relationships and offering guidance to help them meet goals. You have a minimum of two years of experience teaching students in a formal or non-formal setting (classroom setting, outdoor education, or other).
- **Motivated.** You can work independently on a detailed project, tracking results, and adjusting to meet program needs and deadlines. You are open to new experiences, skills, and opportunities for growth.
- **Classroom Management.** You have excellent classroom and group management skills with the ability to work under pressure in a dynamic and fast-paced school 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.
- **Background Knowledge.** You have basic background knowledge 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. You have clear written and verbal communication skills with attention to detail.

Core Responsibilities

- **Provide Education and Outreach Programs (70%).** Drive to schools throughout King and Snohomish Counties to present classroom workshops on a variety of environmental topics (training provided). Assist with lesson support and revision of creative program curriculum. Maintain program materials and assist with development of new materials.
- **Engage in Community Outreach and Technical Assistance (20%).** Lead community education and engage the public through tabling events. Develop and maintain education materials for community outreach events. Support outreach and community engagement through email, phone, in person, and materials drop off. Assist student groups in planning and implementing “Green Team” sustainability projects. Assist school teams, community groups, businesses, multi-family and single-family housing units with implementing resource conservation practices. Track contacts and prepare detailed written communication following site visits, waste audits and meetings.
- **Participate in Internal Company Work (10%).** Daily tracking and communication regarding outreach scheduling, project deliverable status and recording of hours worked, with strong attention to detail and self-organization. Participate in team meetings and ongoing professional development, as well as all staff meetings and trainings. Assist with administrative work, such as data entry and office organization as needed, to support the Education Team.

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.
- Available to work during school hours with possible early travel start times for presentations at secondary schools, between 6 AM and 5 PM.
- Ability to check and respond to emails and calendar invites.
- Ability to use Microsoft tools such as Outlook, Word, Excel, and the ability to learn new computer programs.
- Ability to call and return calls from program participants as needed.
- Ability to carry or transport up to 30 lbs. of workshop materials.
- Ability to pass a background check.

Location and Schedule

Employees work on-site at our Seattle office, and travel throughout the week to local King and Snohomish County schools, and community organizations. Triangle operates on an 8-5, Monday-Friday schedule and provides some flexibility for each employee’s specific hours. This position requires availability during school hours with occasional early start times and infrequent evening or weekend engagements.

Physical Demands

To successfully perform the essential duties of this position, an individual must be able to sit or stand at a desk or in a classroom for six to eight hours a day, and use office equipment, including phones and computer mice and keyboards, for four or more hours per day. Driving several days per week, as well as

maneuvering workshop props/materials weighing up to 30 pounds in a variety of settings, is a requirement of this position. While some absences may be protected by federal, state and/or local laws, regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

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 can work a full-time, in-person schedule and live within daily driving distance of King and Snohomish Counties.
- Confirm that you have a valid driver's license and vehicle (REQUIRED) for site visits.
- How did you learn about the position?

Our Hiring Timeline and Process

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