



Facilitation and Engagement Specialist

Part-Time Position

Hybrid, Northwestern Washington-Based

www.Peaksustainability.com

Background

Peak Sustainability Group (Peak) is a Bellingham, Washington-based consulting firm with a vision to foster communities, businesses, and ecosystems that are resilient, thriving, and healthy. We work with public and private sector clients to address some of the toughest topics of today ranging from climate change and energy to sustainability and landscape management. Since 2011, our team has brought expertise and creative thinking to community and stakeholder engagement, visioning and strategic planning, research and analysis, program design and implementation, and evaluation and compliance topics. For more information about Peak and our work, please visit our website at www.peaksustainability.com.

Position Overview

Peak is seeking a highly motivated individual to join our team of consultants. We are looking for an organized and passionate individual to provide facilitation and community engagement services as well as other project support on both new and ongoing projects. Existing projects address multi-interest watershed planning and management, climate mitigation and adaptation planning, and land use prioritization and planning throughout the Pacific Northwest.

The role will support several projects in our region that may require in-person attendance, so we are seeking candidates who reside in or near Whatcom, Skagit, or Snohomish Counties, or who are willing to relocate.

Responsibilities

Specific responsibilities of this position include:

- Support new and ongoing projects as part of the Peak consultant team.
- Work directly with clients from local government, state and federal agencies, businesses, and other client organizations. Communicate regularly and establish rapport with clients.
- Interact with project and process participants from diverse backgrounds in a professional and respectful way.
- Coordinate project logistics, including scheduling and arrangements for both virtual and in-person meetings.
- Support all aspects of meeting design and facilitation including drafting and preparing meeting agendas, activities, and background materials; facilitating both in-person and virtual meetings; and reviewing and circulating meeting summaries.

- Assist and/or lead in the preparation of clearly written, accurate documents, presentations, and reports on project-specific topics.
- Conduct project-specific research and analysis on policies, programs, and initiatives. Research may include online data collection, case studies, literature reviews, surveys, and/or interviews.
- Manage Peak engagement and outreach projects and project teams to meet client expectations of schedule, deliverables, and quality.
- Ability to travel throughout northwestern Washington.

Qualifications

Competitive candidates will meet most or all the below qualifications and will have a strong desire to learn the other qualifications. We recognize that strong candidates may not have all the listed qualifications and that many skills can be learned on the job.

- BA/BS degree in environmental sciences/studies/policy/management, public policy, or a related field.
- At minimum, 3 years of experience facilitating multi-interest processes including both virtual and in-person meeting facilitation.
- At minimum, 3 years of project management experience.
- Ability to work both on a team and independently to advance company goals and create high-quality work products.
- A commitment to diversity, equity, and inclusion and an ability to apply equity principles to project work with all clients.
- Demonstrated organizational, problem solving, and planning skills.
- Demonstrated verbal and written communication skills.
- A willingness to take on new challenges and responsibilities.
- Ability to adapt to evolving objectives and integrate new information into work.
- Proficiency with videoconferencing platforms such as Teams and Zoom.
- Proficiency with MS Office programs such as Word, PowerPoint, Outlook, Excel, and/or OneDrive and SharePoint.
- Eligible to work in the US (we are not able to sponsor visas at this time).

Other desirable attributes include:

- MA/MS degree in environmental sciences/studies/policy/management, public policy, or a related field.
- Ability to compile and synthesize high-level takeaways from complex input, data, and information.
- Experience engaging diverse stakeholder groups.
- Experience working on projects involving any combination of the following topics: climate change, energy, sustainability, salmon recovery, agricultural planning and management, flood management, land use, and/or land conservation.

Compensation and Benefits

This is a part-time (30 hours/week), regular, exempt position with the opportunity to grow into a full-time position. The expected start date is March 20, 2023. The salary for this position is \$6487-\$7136 per month, commensurate with the candidate's experience. Benefits include 96 hours paid time off per year. The work may require flexible hours (including hours beyond the standard workday, such as weekends and evenings).

To support staff both personally and professionally, Peak supports work-life balance and provides staff with options for hybrid (combined remote and in-person) and fully in-person work options at our office in Bellingham, Washington. All employees must be available to visit the office as needed. Employees enjoy flexible work arrangements, scheduling, and control of how they use their paid time off.

How to Apply

This position is open until filled with priority given to applications received before 5 PM on February 23, 2023. To ensure your application is received and considered, please email a **cover letter, resume, writing sample, and a list of three professional references** to hello@peaksustainability.com. Please title the subject line of your e-mail: "[Your Full Name], Facilitation and Engagement Specialist". The Peak team will interview top candidates.

Peak Sustainability Group is committed to incorporating diversity, equity, and inclusion best practices into our organization and our work. We strive for a talented and diverse workforce that represents our region's many communities. We encourage applications from BIPOC, persons with disabilities, women, and gender-nonconforming candidates. If you feel that you are a good fit for our organization and this position, we want to hear from you!

It is our policy to offer equal employment to all employees and applicants without regard to race, religion, disability, genetic information, color, sex, age, national origin, sexual orientation, veteran status, gender identity, or any other basis protected by state, federal or other applicable law. Peak is committed to complying fully with all applicable provisions of the Americans with Disabilities Act (ADA) and related state laws.