

We're Hiring a Project Specialist!

About the Center:

The Ruckelshaus Center's mission is to function as an impartial resource for collaborative problem solving in the State of Washington and Pacific Northwest. The Center is a joint effort of Washington State University and the University of Washington. The Center is hosted at the University of Washington by the Daniel J. Evans School of Public Policy and Governance and at Washington State University by WSU Extension (which also provides its administration). The Center is guided by an advisory board of prominent local, state, and regional leaders representing a broad range of constituencies and geographic locations. The mission of the William D. Ruckelshaus Center is to help parties involved in complex public policy challenges tap university expertise to develop collaborative, durable, and effective solutions. The Center envisions a future in which government leaders, policy makers, and community members routinely employ tools of collaborative decision-making to design, conduct, and implement successful public policy processes. Areas we work include land use, healthcare, agriculture, transportation, natural resources, community, and economic development, and federal, state, tribal, and local governance. Vital aspects of our work are to continually learn and to strive for diversity, equity, and inclusion in both our projects and our organizational culture. More information on the Center is available at www.ruckelshauscenter.wsu.edu.

Summary of Duties:

This 12-month, renewable, full-time Project Specialist position uses independent judgment to provide support to one or more of the Center's ongoing projects. The position involves complex planning, logistical support, outreach, public engagement, and conflict resolution both independently and in collaboration with project leads and project teams. This Project Specialist plans and manages interviews, workshops, and meetings. The Project Specialist will assist project leads with the execution of situation assessments including analyzing and acting on findings and will assist with the coordination and supervision of project interns. This position participates in the development, coordination, and implementation of the Center's outreach, education, and training programs for the university, public servants, general public, and community. In addition, the duties will include writing meeting notes and summaries as well as preparation of reports for public release, communications to project participants, and memos for a diverse audience. This position also helps develop projects or assist with facilitation and project leadership.

Required Qualifications:

A Bachelor's degree in a field relevant to area of specialization and three (3) years of experience directly related to the specialty area. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

To apply, go here: [Project Specialist](#)