Join our Team!

About the Center:
The Ruckelshaus Center supports collaborative problem solving in the State of Washington and the Pacific Northwest by helping parties involved in complex public policy challenges develop collaborative, durable, and effective solutions. Our projects focus on a range of topics including land use, health care, agriculture, transportation, natural resources, community resilience, climate adaptation, community and economic development, and federal, state, tribal, and local governance. We strive for diversity, equity, and inclusion in both our projects and our organizational culture. 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-making processes.

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 the Office of the Provost (which also provides 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.

More information on the Center is available at:
https://ruckelshauscenter.wsu.edu

Position Summary:
The 12-month, renewable, full-time Project Specialist position supports 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. The Project Specialist plans and manages interviews, workshops, and meetings. The Project Specialist will assist project leads with project implementation, including data analysis, and will assist with the coordination and supervision of project interns. The 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 preparing reports for public release, communications for project participants, and memos for diverse audiences. The position also helps develop projects and assists with facilitation and project leadership. The position is based in Seattle, WA.

Required Qualifications:
A bachelor’s degree in a field relevant to the 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:
Apply by August 15, 2023

Go to: