



JOIN OUR TEAM!

Senior Project Associate

Are you interested in creating a better, more equitable future for communities? Are you passionate about public engagement? So are we!

We are looking for a full-time Senior Project Associate who can grow with us professionally and bring outreach, marketing and technical skills to our great team. Come collaborate with a creative team of communicators, planners, graphic designers, and marketers to make positive change in communities!



Who We Are

Circlepoint is an award-winning consulting firm who specializes in creative communications and public engagement and in the state and national environmental documentation processes. We deliver services to an array of clients and for a variety of projects in the transportation, land use, water, and sustainability markets. We deliver on some of the most significant projects in the state of California. Our specialized group of experts share a common purpose to help communities and environments thrive.

What You'll Get to Do in This Position

You will gain experience with many different projects in a wide variety of sectors, including transportation, land use and housing, water, and sustainability. Here's what a few days as a Senior Associate at Circlepoint could look like...

producing collateral about conservation for a water department, preparing a community survey to garner input on a transportation improvement project, coordinating with the client to provide construction updates for housing development, analyzing social media analytics from an organics recycling educational campaign, and developing partnerships with community-based organizations to encourage their participation in an urban planning initiative. If you like working on diverse projects for public agencies in a fast-paced, fun environment, this job is for you!

- Provide high-level support to project managers
- Write compelling copy for websites, flyers, brochures, newsletters, and more
- Coordinate branding and creative content for collateral
- Prepare for client meetings

- Plan and host community workshops and meetings (in-person and virtual)
- Lead social media efforts (writing, posting, analytics)
- Write and help execute communications and engagement plans
- Integrate equity and inclusion across all products and initiatives
- Develop in-depth knowledge of different markets and client business needs
- Provide guidance and direction to other team members, as appropriate

The Ideal Candidate

- 5+ years of experience working in a communications, marketing, or community engagement capacity – preferably dealing with transportation, land use planning, sustainability, or water
- Solid understanding of communications principles
- Ability to juggle competing priorities

- Stellar writing capabilities
- Ability to translate complex concepts into an accessible and understandable format
- Excellent communication and presentation skills
- Strong organizational and time management skills
- Comfortable working independently and in collaboration with a team
- Critical thinker – willing to ask questions, with sound reasoning and judgement
- Strong interpersonal skills and confidence when speaking to the public and clients
- Proficiency with Microsoft Word, Excel, and PowerPoint

Other Desirable Skills include:

- Proficiency and experience in online tools and engagement
- Facilitation expertise
- Skilled in all Adobe suite of products
- Multi-lingual



How to Apply

This position is based in our Orange County office.

Please email a statement of interest and a resume to careers@circlepoint.com.

Circlepoint is proud to be an Equal Opportunity Employer.

Why Circlepoint?

Circlepoint empowers individuals to create positive impacts in communities in a collaborative and supportive environment. Circlepointers are committed to helping each other and the company achieve success by fostering and leveraging our team's diverse strengths and their unique life experiences.

Benefits

- Salary range is \$78,000-\$95,000 annually depending on experience.
- Vacation, paid sick time, leaves of absence, and paid holidays
- A hybrid work environment offering flexibility and promoting work-life balance
- Career and professional development opportunities
- Annual bonus pool, employee referral bonus program, 401(k) Salary Deferral Plan with company match, and commuter assistance program
- Medical, Dental, Vision, and Life Insurance, Health and Dependent Care Flexible Spending Accounts (FSA), and fitness allowance program