



**Job Description**  
**Cascadia Consulting Group, Inc.**  
**Part-Time Administrative Assistant**  
**Seattle, Washington**

Cascadia Consulting Group develops and implements innovative solutions to today's environmental challenges. Founded in 1993, we work with public and private-sector clients to advance sustainability through recycling and materials management, climate change mitigation and adaptation, energy efficiency, and water and natural resources management. The Cascadia team brings both expertise and creative thinking to research and analysis, strategic planning, program design and implementation, and outreach and evaluation. With offices in Seattle, Oakland, Los Angeles, and Phoenix, we serve clients across the country and abroad. Our mission is to inspire and empower communities everywhere to protect and restore our world.

Cascadia aspires to be a multicultural organization and seeks to hire individuals who contribute to our cultural fluency. We value employees who are aware of their own cultural lens, along with the impact it has on their interactions and work, and who can effectively connect across culture and difference, with a particular sensibility around race, class, gender, sexual orientation, and physical ability. Additionally, we hire individuals who value a collaborative, fast-paced work environment, who can think creatively and communicate effectively, and who will work hard to get the job done well. Consulting is about taking initiative, problem-solving, and serving clients, so we seek staff members with those skills.

**Position Description:**

Cascadia is currently hiring a Part-Time Administrative Assistant for the Seattle, Washington office, to provide administrative support and serve as receptionist for 12 - 19.5 hours per week. The candidate is needed to provide coverage from 9:00 a.m. to 1:00 p.m. Monday through Wednesday and 9:00 a.m. to 5:00 p.m. every other Friday. Flexibility to provide additional vacation coverage is also desired.

**Primary job responsibilities for this position include:**

- Answer Cascadia's main phone line, respond to inquiries, direct calls, receive and refer office visitors.
- Assist with complex scheduling, workload planning, and securing travel arrangements, including international travel.
- Support all office operations, including ordering office supplies, building maintenance requests, distributing mail, maintaining office files, managing building keys, updating company Rolodex, coordinating company vehicle maintenance, and maintaining general office appearance.
- Perform Word processing tasks, including note taking, editing/proofreading documents, internet research, and composing correspondence and presentations for internal and external clients.
- Organize and execute special projects or events such as assisting with office reorganization, coordinating Cascadia's annual holiday party, and ordering food and supplies for office celebrations and meetings.
- Manage office equipment requests and maintenance.
- Financial responsibility includes purchasing, processing invoices, contracting with vendors, and expense reconciliation.
- Provide administrative support for employee orientation, recruitment, and HR-related tasks.

*Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. People of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans are encouraged to apply.*



- Assist with coordinating materials and managing logistics for trainings and workshops.
- Provide administrative support to executives and staff across all offices.
- Perform related duties as required.

**Other duties may include:**

- General kitchen duties.
- Assist with project work, including data entry and analysis.

**Qualified candidates will possess the following:**

- Minimum of 2 years' administrative experience executing office operations.
- Strong organizational skills with an emphasis on efficiency and accuracy in carrying out administrative tasks.
- Excellent interpersonal, verbal and written communication skills.
- Proficiency with Outlook and MS Office programs to include Microsoft Word and Microsoft Excel.
- Ability to work independently and with minimal supervision.
- Ability to prioritize workload and use independent judgment to resolve issues.
- Strong time management skills and flexibility to meet deadlines.
- A personable demeanor, positive attitude, and a sense of humor.
- Valid driver's license.

This is a part-time, hourly administrative position. Wage will depend upon experience and qualifications. Experience providing administrative support and desire to continue on administrative career path strongly preferred.

**To Apply:**

To apply, please send resume and cover letter to [jobs@cascadiaconsulting.com](mailto:jobs@cascadiaconsulting.com) and indicate Administrative Assistant, Seattle - [Your Name] in the subject line. Cover letters should address your ability to meet the primary job responsibilities, relevant experience, and interest in the position. Please state where you learned about the position. Applications accepted until 5PM (Pacific), July 23, 2017.