



Climate and Sustainability Associate

Cascadia Consulting Group, Inc. Position in Oakland, CA or Seattle, WA

www.cascadiaconsulting.com

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 27 years of experience developing and implementing innovative solutions to today's environmental challenges. Cascadia works with public and private-sector clients to advance sustainability through recycling and materials management, climate change mitigation and adaptation, energy efficiency, pollution prevention, transportation demand management, and water and natural resources management. The Cascadia team brings both established expertise and creative thinking to research and analysis, strategic planning, program design and implementation, outreach, social marketing and behavior change, and evaluation roles. From our offices in Oakland (CA), Seattle (WA), and Charleston (SC), we serve clients across the country and abroad.

At Cascadia, we strive to create an equitable and inclusive environment at all levels of the organization. Having staff and partnerships that reflect the diverse communities we serve empowers us to shape innovative and effective solutions together with those most impacted by social, human, and environmental health challenges.

Position Overview

Cascadia seeks an Associate to help deliver climate and sustainability services to our local government clients. Specifically, the Associate will:

- Analyze greenhouse gas emissions and climate change impacts, such as through greenhouse gas inventories and “wedge” analyses, climate vulnerability assessments, and sustainability metrics tracking and dashboards.
- Research policies, trends, and best practices related to climate change mitigation and adaptation, energy, transportation, materials management, natural resource management, and other sustainability topics.
- Support equitable and inclusive stakeholder and public engagement around climate and sustainability issues (e.g., online workshops and public events, social media, online open houses).
- Support or lead facilitation (e.g., draft presentation slides, prepare meeting materials, guide discussions, and take notes) of large multi-stakeholder meetings, workshops, task forces, and committees dedicated to a range of environmental topics.
- Synthesize and translate complex information into clear, informative, and compelling materials (e.g., summaries, fact sheets, presentations, online dashboards, reports) for diverse audiences.
- Support business development opportunities, including contributing to bidding processes, potential client meetings, and proposal writing.
- Ensure that projects are delivered on time, within budget, and in accordance with Cascadia's reputation and standards for producing high-quality work products and outcomes.
- Effectively write and verbally communicate using a diversity of styles and perspectives.
- Actively reflect and improve upon efforts to incorporate diversity, equity, and inclusion concepts into client work.



- Manage tasks and projects (e.g., monitor budgets, support partners, manage subcontractors and invoicing, and lead client communications).

Occasional travel, when permissible, including field outreach, meetings, overnight stays, or other activities outside standard work hours may be required.

Required Qualifications

- Understanding of, and commitment to, Cascadia's mission to "inspire and empower communities everywhere to protect and restore our world" in an equitable and inclusive way.
- Demonstrated understanding and/or ability to quickly learn about climate change issues, including greenhouse gas inventories and strategies for reducing greenhouse gas emissions.
- Working knowledge of climate science, climate adaptation and mitigation strategies, and land carbon sequestration processes.
- A commitment to racial equity and the ability to apply racial equity principles to project work.
- Demonstrated experience creating strategic plans, climate action plans, or other similar environmental or sustainability plans.
- Effective written and verbal communication skills in English with the ability to adapt to a diversity of styles and perspectives.
- Excellent organizational skills, data management and analysis abilities, and attention to detail.
- Ability to manage multiple concurrent projects and deadlines.
- Ability to work with clients, partners, and colleagues in an innovative and culturally responsible way while exhibiting emotional intelligence.
- Intermediate to advanced experience with producing deliverables with Microsoft Office 365 programs including SharePoint, Word, Excel, and PowerPoint.

Desired Qualifications

- Direct work experience on climate change issues, including conducting greenhouse gas inventories and identifying strategies for reducing greenhouse gas emissions.
- Background in public engagement and experience designing and/or facilitating workshops or trainings that are inclusive and equitable.
- Knowledge of federal, state, tribal, and local climate laws and regulations, with a focus on California and Washington.
- A four-year degree in a related field or equivalent experience. An advanced degree or certification is not required but is a plus.
- Experience designing and administering surveys, including using SurveyMonkey.
- Experience with the ICLEI ClearPath software, *U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions*, and the *Local Government Operations Protocol for Greenhouse Gas Assessments*.
- Graphic design capabilities, including experience with Adobe InDesign or Illustrator, is a plus.

Compensation and Benefits

This is a full-time, hourly, non-exempt position based in Seattle, WA or Oakland, CA. Salary will be based on experience and competitive with jobs in the environmental sector. Salary ranges will be provided to candidates invited to interview for the position.



The work may require flexible hours and may have designated hours beyond the standard workday, including weekends and evenings. Cascadia offers a flexible workplace with a generous benefit package, including health insurance for employees at or above 60% full-time equivalent, 401(k) with an employer match, life insurance, long-term disability, transportation subsidies, flexible spending accounts, generous paid time off, professional development budget, sabbaticals, and paid parental leave.

How to Apply

Submit a compelling cover letter outlining your passion for, and fit with, the position. Please also provide a complete chronological resume. Send both to jobs@cascadiaconsulting.com and indicate "Climate and Sustainability Associate - [Your Name]" in the subject line. Your cover letter should address your ability to meet the criteria in the *Required Qualifications* section and highlight relevant experience, education, and why you are interested in this position. Please state where you learned about the position. Applications will be accepted until 11:59pm (Pacific) on September 13, 2020.

Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. We do not discriminate on the basis of age, color, race, disability (physical, sensory, and mental, including HIV, AIDS, and Hepatitis C), national origin, creed, gender identity, gender expression, sexual orientation (including transgender status), religion, ancestry, marital status, pregnancy and childbirth (or related medical conditions), maternity, use of service animal by a person with a disability, genetic information, medical conditions (genetic characteristics, cancer or a record or history of cancer), or, in certain circumstances, marriage to a coworker.