



CO-LOCATED OUTREACH SPECIALIST

Cascadia Consulting Group, Inc.

Seattle, WA

www.cascadiaconsulting.com

Cascadia Consulting Group is a women-owned, private consulting firm that develops and implements innovative solutions to today's environmental challenges. Founded in 1993, Cascadia works 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. From our offices in Seattle, Oakland, and Austin, 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, including race, class, gender identity, sexual orientation, and physical ability. Additionally, we hire individuals who value a collaborative, fast-paced work environment, who think creatively and communicate effectively, and who work hard to get the job done well. Consulting is about taking initiative, solving problems, and serving clients, so we seek staff members with skills in those areas.

Position Overview

Cascadia is currently seeking a Co-located Outreach Specialist for a Seattle-based client to support work related to transportation and green infrastructure projects. ***The work duties of this position will be performed at the client site or at client-directed outreach locations (approximately 50% of the time), and the remaining time will be at Cascadia's Seattle office (approximately 50%).*** Depending upon workload and client requests, this position could work exclusively at the client site in the future. Specific duties include:

- Tracking and managing multiple deadlines and construction schedules.
- Performing multiple outreach activities according to the client's standard procedures, including sending notices to listservs, posting constituent notifications, distributing flyers at constituent locations, and responding to constituent questions and complaints by phone and email.
- Managing and conducting document reviews on schedule.
- Conducting telephone surveys and business outreach phone calls.
- Coordinating and staffing outreach events.
- Writing or supporting the creation of project-related documents and memos.
- Performing office-based desktop research.
- Data entry.
- Other duties as assigned by the client or Cascadia.

Required Qualifications

This position requires a candidate with the following qualifications:

- Excellent verbal and written communication and interpersonal skills.
- Ability to communicate technical information well, including regarding construction impacts and City ordinances and policies.
- Experience working with transit and transportation agencies, such as SDOT, Metro, or Sound Transit.
- Strong organizational skills and ability to track, manage, and prioritize multiple deliverables with overlapping deadlines.

- Cultural competency and emotional intelligence, including the ability to connect respectfully with people from a variety of backgrounds.
- Efficiency and accuracy in conducting administrative tasks.
- Experience writing content for and/or helping to design educational materials.
- Experience providing facilitation support for public meetings, working groups, or other stakeholder processes, including notetaking.
- Proficiency with Adobe Acrobat and Microsoft Office programs, including Outlook, Word, and Excel.
- Valid driver's license and comfort with driving (personal vehicle not required).

Other highly desirable attributes include:

- A strong desire to co-locate (work on site) with the public-sector transportation client and Cascadia Consulting Group.
- A desire to learn more about transportation and green infrastructure projects; prior engineering, construction, or public engagement consulting industry experience is preferred.
- Experience in Adobe Illustrator, Adobe InDesign, and ArcGIS.
- Ability to work independently and with little direction.
- A willingness to work both in teams and independently to advance common goals and create high-quality work products.
- A willingness and desire to take on new challenges and responsibilities.
- Prior experience writing informational fact sheets, outreach materials, and constituent correspondence, including emails and informational letters.
- Spoken and written fluency in both English and another language, such as Spanish, Mandarin, Cantonese, and/or Russian.

Compensation and Benefits

This is a temporary, full-time, exempt position through May 2018, with the possibility of extension. The work may require flexible hours, and may have designated hours including weekends and evenings. Compensation will be based on experience and competitive with jobs in the environmental sector.

How to Apply

To apply, please send your resume and cover letter to jobs@cascadiaconsulting.com and indicate "Co-located Outreach Specialist - [Your Name]" in the subject line. Cover letters should address your ability to meet the job responsibilities 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. Review of materials is ongoing and will continue until the position is filled.

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.