



## **HUMAN RESOURCES COORDINATOR**

**Cascadia Consulting Group, Inc.**

**Seattle, Washington**

[www.cascadiaconsulting.com](http://www.cascadiaconsulting.com)

Cascadia Consulting Group is a majority women-owned, private consulting firm that 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, Austin, 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 seeking a Human Resources Coordinator for its headquarters in Seattle to support operations throughout its offices. The position is responsible for benefits administration, onboarding, employee relations, training, performance management, policy implementation, inclusion, and compliance with employment law.

### **Primary Job Responsibilities**

- Performs benefits administration, including coordination and negotiation with our health benefits vendors and broker. Communicates benefits information to employees.
- Develops and conducts new employee onboarding.
- Oversees, administers, and refines various HR systems and procedures for all company personnel, including maintaining the employee handbook, procedure documentation, performance appraisals, and career-pathing.
- Works with management to develop and implement social equity and inclusion policies and processes.
- Maintains records and compliance with applicable local and federal regulations.
- Coordinates with Cascadia staff to advertise, interview, and select new and diverse employees.
- Manages employee relations counseling and exit interviews.
- Evaluates HR processes in relation to established goals.
- Recommends new approaches, policies, and procedures to effect continual improvements.
- Works with others to broaden the prospective candidate pool.
- Maintains HR records and compiles reports as needed.
- Other duties as required and assigned.

**Competencies**

- Significant experience with onboarding and benefits administration.
- Problem-solving and analysis skills.
- Excellent communication skills.
- Ethical conduct.
- Diplomacy, sensitivity, and tact.
- Flexibility and the ability to work collaboratively.

**Desired Qualifications**

- At least three years of HR experience required. Five or more years HR experience is preferred.
- Demonstrated ability to manage all aspects of the HR role, including benefits administration, employee relations, training, performance management, onboarding, policy implementation, inclusion, and employment law compliance.
- Excellent organizational and documentation skills, and great attention to detail.
- Strong verbal, written, and interpersonal communication skills.
- Commitment to excellent customer service and enjoys working with others.

**Compensation and Benefits**

Cascadia provides opportunities for flexible employee work schedules. This position could be either full- or part-time, depending upon candidate experience and business needs. Salary is commensurate with experience. We offer a generous benefit package, including health insurance for employees at or above 60% FTE, 401(k) with an employer match, life insurance, long-term disability, transportation subsidies, flexible spending accounts, and vacation.

**To Apply**

Please send resume and cover letter to [jobs@cascadiaconsulting.com](mailto:jobs@cascadiaconsulting.com) and indicate "HR Coordinator - [Your Name]" in the subject line. Cover letters should address your relevant experience and customer service philosophy. Please state where you learned about the position. Applications accepted through September 29, 2017.