



**Marketing & Communications Associate/Senior Associate**  
**Cascadia Consulting Group, Inc.**  
**Position in Seattle, Washington**  
[www.cascadiaconsulting.com](http://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, transportation, 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 and Oakland, 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 high-level Associate or Senior Associate to manage transportation and resource conservation communications, outreach, and engagement projects. Specific duties include working independently and with others to:

- Oversee public and stakeholder communications related to transportation design and construction projects.
- Develop behavior change strategies and manage campaigns.
- Lead public relations strategy and pitches for both client projects and Cascadia.
- Manage projects, including develop and monitor budgets, prepare reporting, review invoices, lead client communications, and oversee project teams.
- Oversee digital media strategy development.
- Synthesize behavior change research and develop social marketing campaigns.
- Oversee multicultural and grassroots outreach strategy, including door-to-door contacts, events, and other community engagement tactics as well as outreach materials.
- Lead proposal development and help secure new contracts with public and private-sector clients.

The selected candidate will work primarily on transportation communications, as well as behavior change and marketing campaigns within Cascadia's Public Engagement & Facilitation and Education, Communication & Outreach practice areas. Our work includes campaigns that cut across Cascadia's Climate & Natural Resource Management and Recycling & Materials Management lines of business and support a range of clients, from local governments and utilities, to recycling and waste management service providers and private companies.

### **Required Qualifications**

This position requires a candidate with the following qualifications:

- Strong project management skills and/or track record leading dynamic teams.
- Experience working with transit and transportation agencies, such as the Seattle Department of Transportation, King County Metro, and Sound Transit, or related experience.

- A strong desire to work with the Seattle Department of Transportation.
- Excellent verbal and written communication and interpersonal skills.
- Ability to communicate technical information clearly, including regarding construction impacts and city ordinances and policies.
- Strong organizational skills and ability to track, manage, and prioritize multiple deliverables with overlapping deadlines.
- Experience managing remote and onsite project teams, as a project manager, direct supervisor, or both.
- 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.
- Ability to work independently and with little direction.
- Experience writing informational fact sheets, outreach materials, and constituent correspondence, including emails and informational letters.
- Experience providing facilitation support for public meetings, working groups, or other stakeholder processes, including notetaking.
- Proficiency with Adobe Creative Cloud Suite 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:

- Experience managing communications for capital improvement projects.
- A desire to learn more about transportation and green infrastructure projects; prior experience with sustainability, engineering, construction, and/or public engagement consulting is preferred.
- Experience in ArcGIS.
- 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.
- Spoken and written fluency in both English and another language, such as Spanish, Vietnamese, Mandarin, Cantonese, and/or Russian.

### **Compensation and Benefits**

This is a full-time, salaried, exempt position based in Seattle, Washington. The work may require flexible hours and may have designated hours including weekends and evenings. Occasional travel may be required, including meetings and other activities outside standard work hours and sometimes including overnight stays. Salary and position title will be based on experience and competitive with jobs in the environmental sector. We offer 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, and paid time off.

### **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](mailto:jobs@cascadiaconsulting.com) and indicate "Marketing & Communications Associate/Senior 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 11:59 a.m. (Pacific) on May 23, 2019.