



Environmental Project Coordinator

Cascadia Consulting Group, Inc.

Position in Oakland, CA

www.cascadiaconsulting.com

Cascadia Consulting Group is a women-owned, private environmental 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 (WA), Oakland (CA), and satellite locations, 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

We are seeking an upbeat, highly motivated, and organized Project Coordinator to provide education and assistance to commercial and residential properties that are implementing recycling, composting, waste reduction, resource conservation, and pollution prevention programs. Approximately 70% of this role will consist of in- and out-of-office community outreach that supports Cascadia's Education, Communication, and Outreach (ECO) line of business. The other 30% will include both in- and out-of-office work assisting with telephone surveys, business outreach phone calls, desktop research, data entry, hand-sorting waste samples (waste characterization studies), and writing reports and various other project-related documents in support of Cascadia's Recycling & Materials Management (RMM) line of business. This position is full-time and will be based in Cascadia's Bay Area office, located in Oakland, CA.

Specific duties include working independently and with others to:

- Provide waste reduction and recycling education and assistance to commercial and residential properties around the Bay Area. In this role, there is no "typical day": one day you'll be helping the zoo, the next a mom-and-pop shop, and the next a multinational corporation—and they all rely on your expertise to support excellent recycling and composting programs.
- Effectively communicate with residents and business representatives from a wide variety of cultural backgrounds through both in-person and phone-based outreach.
- Evaluate and inform how programs are designed to ensure underserved communities have equitable access to services and resources.
- Provide onsite, in-person assistance to help businesses understand their waste streams by visually analyzing or hand-sorting samples of waste, recyclables, and/or organic materials.

- Independently schedule and conduct meetings with businesses and residential property managers to help them save money and resources by persuading them to actively participate in increased recycling and composting efforts.
- Utilize Microsoft Word and PowerPoint to create and deliver professional, informative, and interactive trainings and reports to inform people's behaviors so that they recycle and compost correctly.
- Participate in community events where you'll conduct outreach tabling to promote recycling programs.
- Perform data entry and quantitative analyses, including creating spreadsheets and databases using Excel, Google Sheets, and other online data software.
- Assist with writing, production, and delivery of proposals, reports, and presentations.
- Conduct research, including internet and telephone surveys, as needed.
- Other duties as required.

Required Qualifications

This position requires a candidate with the following qualifications:

- Excellent communication and interpersonal skills, both in person and over the phone.
- Commitment to thinking critically about your own cultural lens and being able to communicate respectfully and effectively with people from a diversity of backgrounds. An ideal candidate will be committed to providing equitable outreach to our community and clients.
- Basic to intermediate experience—and a willingness to expand skills— in producing documents for an employer with Microsoft Office 365 programs such as SharePoint, Word, Excel, and PowerPoint.
- A strong level of comfort working with technology, including tablets and computers.
- Organizational skills with an emphasis on efficiency and accuracy in carrying out administrative tasks.
- Comfort multitasking, prioritizing, and meeting critical deadlines in a fast-paced work environment.
- Commitment to working both in teams and independently to advance common goals, think creatively, use sound judgement to resolve issues, and create high-quality work products.
- Desire to take on new challenges and responsibilities.
- Patience, humility, and a sense of humor.
- Valid driver's license and comfort with driving (personal vehicle not required).
- The ability to work outdoors, including in inclement weather.
- The ability to stand or walk on uneven surfaces for up to 8 hours per day.
- The ability to lift or move up to 40 pounds.

Other highly desirable attributes include:

- Spoken and written fluency in languages commonly spoken in the Bay Area, such as Spanish, Mandarin, Cantonese, and/or Vietnamese.
- A desire to enter the environmental sector and learn more about waste reduction and recycling, water and energy efficiency, stormwater and wastewater pollution prevention, transportation, and climate change. Prior experience in these areas is preferred but not required.
- A desire to conduct work that has a significant, tangible impact in your local community.
- Experience with sustainability-based outreach programs at businesses and/or residential buildings.
- Access to a personal vehicle (not required).

Compensation and Benefits

This is a full-time, salaried, exempt position. This position requires a flexible schedule and will include a combination of typical business hours (9 a.m. to 5 p.m.) and weekends, early mornings, and evenings. The work may require occasionally working hours on weekends and evenings. Occasional travel may be required, including overnight stays.

Salary will be based on experience and competitive with jobs in the environmental sector. 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, paid time off, sabbaticals, and paid parental leave.

How to Apply

To apply, prepare a compelling cover letter outlining your passion for and fit with the position along with a complete chronological resume. Send both to jobs@cascadiaconsulting.com and indicate "Environmental Project Coordinator - [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. Review of materials is ongoing and will continue until the position is filled. Early application is encouraged.

Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences.

Cascadia does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor.