



Contracts Specialist
Cascadia Consulting Group, Inc.
Position in Seattle, Washington or remote
www.cascadiconsulting.com

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 28 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), Philadelphia (PA), and Charleston (SC), we serve clients across the country.

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 is currently hiring a part-time or full-time Contracts Specialist to serve our offices in Seattle, Oakland, Charleston, and Philadelphia. We are seeking a candidate interested in growing professionally through an administrative pathway and not looking to transition into consulting work. The ideal candidate is an expert at diplomatically guiding busy project managers through contractual review, negotiation, execution, and contract lifecycle requirements. They will be unfailingly kind, humble, diplomatic, and self-motivated. We are looking for candidates who use direct communication, empathy, and self-awareness to build rapport with their colleagues.

The Contracts Specialist will review contracts from clients, subcontractors, and other sources while supporting project managers execute contractual requirements throughout the project lifecycle. This position is for a minimum of 24 hours per week and could be up to 40 hours per week. This benefits-eligible position is ideal for an experienced contracts professional or paralegal who seeks a more flexible workplace with an equitable and inclusive mission. We encourage candidates with diverse backgrounds – a parent who wants to be home in the mornings, a seasoned professional who is looking to scale back to part-time work or re-enter the workforce, a mid-career professional seeking a transition to a more flexible schedule and inclusive workplace.

Primary job responsibilities for this position include:

- With guidance from the Director of Operations, review, suggest revisions, organize, follow-up with, and facilitate the timely processing of contracts.
- Work with the Director of Operations and our legal advisors to evaluate, negotiate, and execute a wide variety of different contracts covering a range of transactions.
- Create and maintain relationships with project managers and serve as the singular point of contact for matters concerning contract execution throughout project lifecycles.

- Maintain records for correspondence and documentation in relation to established contracts and those in progress. Monitor contracts and move forward with close-out, extension, or renewal according to what's best for the company.
- Communicate and present information to stakeholders about all contract-related matters.
- Solve any contract-related problems that may arise with other parties and internally with the company itself.
- Maintain client and partner contact information, and administrative elements of project records.
- Financial responsibility includes advising project managers, in concert with the Director of Finance, on processing invoices, contracting options with vendors, and expense reconciliation.
- Perform Word and Adobe PDF processing tasks, including note taking, editing/proofreading documents, internet research, and composing correspondence and presentations for internal and external clients.
- Perform related duties as required.

Required Qualifications

This position requires a candidate with the following 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.
- A Bachelor's degree in Business, Administration, or a related field and ideally 5-7 years of relevant contractual review experience for a professional services firm. JD/law degree can be substituted for experience. Project Management Professional (PMP) certification is not required but advantageous.
- Knowledge of the FAA AMS, FAR, DCAA requirements, and the federal contracting process.
- Strong attention to detail and organizational skills.
- Advanced in Outlook and MS Office programs to include Microsoft Word and Microsoft Excel, and Adobe Suite.
- Excellent writing, communication (including negotiation), and customer service skills.
- Be an action-oriented, self-motivated individual who can work on a team and work independently.
- Excellent interpersonal, verbal, and written communication skills. A personable demeanor, positive attitude, and a sense of humor.
- Ability to prioritize workload and use independent judgment to resolve issues.
- Proven ability to handle multiple tasks in a fast-paced, detail- and deadline-oriented environment.

Compensation and Benefits

This is a salaried, regular, non-exempt position based in Seattle, WA or remotely. The salary is based on experience and competitive with jobs in the environmental sector; the anticipated salary range for this position is \$74,862-\$80,000. The work requires occasionally flexible hours (including hours beyond the standard workday, such as weekends and evenings).

Cascadia offers a flexible workplace with the potential to work from home and the office, 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 insurance, transportation subsidies, flexible spending accounts, generous paid time off (per annum: 3 weeks' vacation, 10

holidays, 9 sick days pro-rated for FTE equivalency), professional development opportunities, 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. Submit application materials to:

https://cascadiaconsulting.recruiterbox.com/jobs/fk0sv7b?cjb_hash=O_rQhz25&apply_now=true.

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 the position is filled.

Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. We do not discriminate on the basis of race (inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, creed, ancestry, height, weight (including obesity), national origin, religious beliefs and practices including the wearing of religious clothing, jewelry or artifacts, and hair styles or body hair which are part of an individuals' observance of their religious beliefs, gender identity (transgender status), sex, sexual orientation, marital status, parental status, domestic partner status, political ideology, age, disability (sensory, mental, or physical – including the use of a trained dog guide or service animal), veteran or military status, medical condition (e.g., pregnancy, childbirth, breastfeeding and/or other related medical conditions; cancer, cancer related illness, or record or history of cancer; HIV/AIDS or Hepatitis C status; gender dysphoria), genetic characteristics (e.g., non-symptomatic carriers of inheritable diseases), retaliation for filing a whistleblower complaint, retaliation for opposing an unfair practice, or other basis protected by law.