



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 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 resource 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), and Charleston (SC), we serve clients across the country and abroad.

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

The Environmental Project Coordinator role will have a broad range of daily field and office responsibilities. This position will require skills in customer engagement, writing, quantitative analysis, field work, and critical problem solving. Ideal candidates will be familiar with—and/or willing to incorporate—environmental justice concepts and diversity, equity, and inclusion principles into their daily work.

Primary job responsibilities for this position include:

- Effectively communicate with diverse populations through in-person, phone, and email outreach with residents and business representatives about recycling and composting, source reduction, edible food recovery, resource conservation, pollution prevention, and related local and state policies.
- Support waste characterization studies by visually analyzing or hand-sorting samples of solid waste, recyclables, and/or organic materials.
- Collect, document, and analyze data on community and generator solid waste compositions.
- Evaluate and inform the design of communication and engagement programs to ensure underserved communities have equitable access to services.
- Independently schedule and conduct meetings with business representatives and residential property managers to secure participation in recycling and waste-reduction programs.
- Lead interactive staff trainings at businesses to support implementation of new recycling programs.
- Participate in community events and conduct outreach tabling to promote recycling programs.
- Conduct quantitative analyses, including development and use of spreadsheets and databases.

- Conduct research (including desktop research, telephone surveys, and/or stakeholder interviews) and synthesize results.
- Write emails, reports, memos, and other project-related documents.
- Perform data entry using Microsoft Dynamics CRM software, Microsoft Excel, Google Sheets, and other online data software.
- Use Microsoft Word and PowerPoint to create and deliver professional and informative presentations and reports.
- Perform related support duties as required.

Community outreach will comprise approximately 70% of the role and will require the ability to communicate effectively with people from a wide variety of cultural backgrounds. The remaining 30% of the job will involve working on waste characterization studies, performing audits of solid waste collection containers, and supporting Cascadia's other lines of business, as needed. This position is hourly, based in Oakland, and requires local, statewide, and potentially national travel.

Required 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.
- Strong verbal and written communication, quantitative analysis, and problem-solving skills with the ability to adapt to diverse styles and perspectives, both in person and over the phone.
- Commitment to thinking critically about your own cultural lens; ability to provide equitable outreach and communicate respectfully and effectively with people from a diversity of backgrounds.
- Basic to intermediate experience—and a willingness to expand skills—in producing documents with Microsoft Office 365 programs such as SharePoint, Word, Excel, and PowerPoint.
- Comfort working with technology, including tablets and computers.
- The ability to organize, prioritize, and meet deadlines with an attention to detail in a dynamic work environment, including efficiently carrying out administrative tasks.
- Commitment to working both in teams and independently to advance common goals, think creatively, collaborate with others to resolve issues, and create high-quality work products.
- Willingness and desire to take on new challenges and responsibilities.
- Valid driver's license and comfort with driving (personal vehicle not required).
- Ability to lift and move up to 40 pounds.
- Ability to stand or walk on uneven surfaces for up to 10 hours per day.
- Ability to work outdoors, including in inclement weather.

Other highly desirable attributes include:

- Knowledge and/or experience with local and state-level (California) environmental policies, including but not limited to SB 1383, AB 1826, and AB 341.
- Experience researching, developing, and/or promoting edible food recovery programs and systems.
- Spoken and written fluency in both English and another language, such as Spanish, Mandarin, Cantonese, and/or Russian.



Compensation and Benefits

This is a full-time, hourly, non-exempt position based in Oakland, CA. Hourly rates are based on experience and competitive with jobs in the environmental sector; the anticipated hourly rate range for this position is \$24-\$27/hour.

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, and please also provide a complete chronological resume. Submit both to the following link: https://cascadiaconsulting.hire.trakstar.com/jobs/fk0sriy?cjb_hash=O_WGuD25&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.