



Research and Analysis Project Coordinator

Cascadia Consulting Group, Inc.

Position located in Seattle, Washington

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 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), 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

We are seeking a Project Coordinator to support our recycling, organics, and waste reduction programs by performing waste characterization studies throughout North America. It is expected that 50% of this position will be travel. The ideal candidate will have a background in and/or knowledge of recycling, organics, and waste reduction programs, as well as competencies in quantitative analysis and problem-solving. Attention to detail and a commitment to team building are equally important qualities.

Specific duties of this role include:

- Completing and/or coordinating project preparation tasks that may include travel logistics, assessing gear inventory, setting up databases, printing field forms, etc.
- Independently or collaboratively collecting desired waste, recyclable, and/or organic material as specified in a research study design.
- Participating in fieldwork to visually characterize or hand-sort samples of waste, recyclables, and/or organic materials.
- Rapidly working towards the ability to effectively teach and manage a crew to hand-sort samples of waste, recyclables, and/or organic materials.
- Ensuring and upholding that performed work adheres to Cascadia's safety standards.
- Maintaining field crew morale.
- Performing data entry using Cascadia's cloud-based software and Excel.
- Conducting quantitative analyses, including use of spreadsheets and databases.
- Assisting with the writing, production, and overall execution of proposals and reports as needed.
- Conducting research (internet and telephone surveys) as needed.
- Evaluating and informing project design to ensure equitable service delivery.
- Other duties as assigned by the client(s) or Cascadia.

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 commitment to racial equity and the ability to apply racial equity principles to project work with clients, partners, and colleagues in an innovative and culturally responsible way while exhibiting emotional intelligence (i.e., culturally responsive engagement and facilitation).
- 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.
- 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.
- 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.
- 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.
- 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.

Other highly desirable attributes include:

- 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, regular, non-exempt position based in Seattle, WA. Hourly rates are based on experience and competitive with jobs in the environmental sector; the hourly rate for this position is \$24 - \$26/hour. The work may require 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.

In accordance with Federal, State, and County regulations, Cascadia employees are required to be vaccinated as a condition of employment and show proof of vaccination, such as their CDC COVID-19 Vaccination Record Card or the vaccination record maintained by their health care provider unless requests for medical or religious accommodation are submitted and approved.

How to Apply

Submit a compelling cover letter outlining your passion and qualifications for the position. Please also include a complete chronological resume. Submit these materials to:

https://cascadiaconsulting.recruiterbox.com/jobs/fk0s2zg?cjb_hash=O_uGjr64&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. This position is open until 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.