



PART-TIME ADMINISTRATIVE ASSISTANT

Cascadia Consulting Group, Inc.

Position in Seattle, Washington

www.cascadiconsulting.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, we work 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. With offices in Seattle, Oakland, and San Marcos, 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, with a particular sensibility around race, class, gender, sexual orientation, and physical ability. Additionally, we hire individuals who value a collaborative and fast-paced work environment, who take initiative, who can think creatively and communicate effectively, and who will work hard to get the job done well.

Position Overview

Cascadia is currently hiring a Part-time Administrative Assistant for our office in Seattle, Washington. **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 unfailingly kind, humble, self-motivated, a direct communicator and has both the empathy and self-awareness to be a contributing member of a team in superb rapport with their team mates.

This Part-time Administrative Assistant will provide administrative support and serve as receptionist for a minimum of 24 hours per week. The candidate is needed to provide coverage on weekday afternoons. The position can transition to more hours for the right candidate. Flexibility to provide additional vacation coverage is desired. This benefits-eligible position is ideal for any administrative professional, a parent who wants to be home in the mornings, a student who needs to work around class schedules, or a seasoned professional who is looking to scale back to part-time work or re-enter the workforce.

Primary job responsibilities for this position include:

- Answer Cascadia's main phone line, respond to inquiries, direct calls, receive and refer office visitors.
- Assist with complex scheduling, workload planning, and securing travel arrangements, including international travel.
- Support all office operations, including ordering office supplies, building maintenance requests, distributing mail, maintaining office files, managing building keys, updating company Rolodex, coordinating company vehicle maintenance, and maintaining general office appearance.
- Perform Word processing tasks, including note taking, editing/proofreading documents, internet research, and composing correspondence and presentations for internal and external clients.
- Assist with organizing and executing special projects or events such as Cascadia's annual holiday party, and ordering food and supplies for office celebrations and meetings.

- Manage office equipment requests and maintenance.
- Financial responsibility includes purchasing, processing invoices, contracting with vendors, and expense reconciliation.
- Provide administrative support for employee orientation, recruitment, and HR-related tasks.
- Assist with coordinating materials and managing logistics for trainings and workshops.
- Provide administrative support to executives and staff across all offices.
- Perform related duties as required.

Other duties include:

- General kitchen duties.
- Assist with project work, including data entry and analysis.

Required Qualifications

This position requires a candidate with the following qualifications:

- Minimum of 2 years' administrative experience executing office operations.
- Strong organizational skills with an emphasis on detail, efficiency, and accuracy in carrying out administrative tasks.
- Excellent interpersonal, verbal and written communication skills.
- Proficiency with Outlook and MS Office programs to include Microsoft Word and Microsoft Excel.
- Ability to work independently and with minimal supervision.
- Ability to prioritize workload and use independent judgment to resolve issues.
- Strong time management skills and flexibility to meet deadlines.
- A personable demeanor, positive attitude, and a sense of humor.
- Valid driver's license.

Compensation and Benefits

This is a part-time, benefits-eligible, hourly administrative position. For the right candidate, this position may have a more flexible schedule. We offer a generous benefits package, including health insurance for employees at or above 60% full-time equivalent (24 hours per week), a 401(k) with an employer match, life insurance, long-term disability, transportation subsidies, flexible spending accounts, and paid time off.

How to Apply

To apply, please send resume and cover letter to jobs@cascadiaconsulting.com and indicate Administrative Assistant, Seattle - [Your Name] in the subject line. Cover letters should address your ability to meet the primary job responsibilities, your relevant experience, and your interest in the position. Please state where you learned about the position. This position will remain open until filled. Early application is strongly encouraged.