



RECYCLING AND MATERIALS MANAGEMENT ASSOCIATE

Cascadia Consulting Group, Inc.

Position in Oakland, California

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, 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. With offices in Seattle, Oakland, and Austin, 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 someone to support our recycling and materials management planning, analysis, and writing work. The person in this role will serve a range of clients and stakeholders in the public, private, and nonprofit sectors.

Key aspects of the work may include researching policies and best practices, conducting phone interviews, preparing literature reviews, and distilling and translating complex information into clear, compelling materials for diverse audiences. The distribution of work among these key aspects will vary based on project load and applicant skillset. We are seeking applicants with excellent written and oral communication skills as well as strong quantitative and creative problem-solving capabilities. Examples of work include the following:

- Conduct research and interviews, analyze information and data, and synthesize findings into clearly written informative summaries, fact sheets, presentations, or reports.
- Research and track trends, issues, and policies related to recycling, composting, sustainable materials management, and resource conservation.
- Produce high-quality work products and deliverables—such as polished written reports, proposals, fact sheets, tables, graphs, and other presentation pieces—that uphold Cascadia's "brand" and reputation for exceptional quality content and appearance.

In addition to research, analysis, and writing, work may occasionally involve conducting in-person outreach and education at businesses and multifamily housing complexes, hand-sorting waste samples (waste characterization studies), and supporting project managers with task planning, management, reporting, and invoicing.

Required Qualifications

This position requires a candidate with the following qualifications:

- A minimum of three years of professional experience, ideally working on recycling, composting, or sustainable materials management issues.
- Strong verbal and written communication skills and demonstrated ability to communicate complex issues clearly using clear, concise, and audience-appropriate language.
- Project coordination and task management.
- Strong interpersonal skills and ability to handle challenging situations with tact and sensitivity.
- Excellent organizational and documentation skills, along with great attention to detail.
- Demonstrated ability to manage multiple tasks or projects, balance competing demands, set priorities, and meet deadlines.
- Excitement, willingness, and ability to work effectively in a dynamic, fast-paced work environment.
- Patience, empathy, and a sense of humor.
- Excitement about, ability, and willingness to travel up to 30% of the time.
- Ability to work independently, with minimal guidance, as well as an ability to work effectively in a team.
- Spoken and written fluency in English.

Other highly desirable attributes include:

- Experience designing and administering surveys, including using SurveyMonkey.
- Graphic design capabilities, including experience with Adobe InDesign or Illustrator.
- Experience conducting outreach and/or communicating with diverse communities in residential or business settings.
- The ability to connect respectfully with people who have personal backgrounds different from your own.
- Spoken and/or written fluency in a language other than English (bilingual or multilingual).

Compensation and Benefits

This is a full-time, salaried, exempt position based in Oakland, CA. The work may require flexible hours and may include work outside standard office hours, including weekends and evenings. Occasional travel will be required, sometimes including overnight stays. Salary will be based on experience and is competitive with jobs in the environmental sector. We offer a generous benefits 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, and paid time off.

To Apply

Please send your resume and cover letter to jobs@cascadiaconsulting.com and indicate “Recycling & Materials Management Associate - [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. Please state where you learned about the position. This position is open until closed.

Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. People of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans are encouraged to apply.