



Environmental Project Coordinator

Cascadia Consulting Group, Inc.

Positions in Seattle, WA

www.cascadiaconsulting.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. From our offices in Seattle (WA), Oakland (CA), and satellite locations, 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

Cascadia Consulting Group is seeking multiple highly motivated and organized Project Coordinators to support our Education, Communication, and Outreach (ECO), Recycling and Materials Management (RMM), and Climate and Natural Resource Management (CNRM) lines of business. We encourage all applicants, whether they are drawn to a particular line of business or are interested in supporting all three. This role will include national, and potentially international, travel. Ideal candidates will be familiar with incorporating environmental justice concepts and diversity, equity, and inclusion principles into their daily work.

Examples of everyday tasks may include:

- Conducting waste characterization studies by sorting waste and/or recycling materials.
- Conducting door-to-door outreach to businesses or residents.
- Providing information to the public about upcoming environmental programs.
- Providing recycling and composting support to businesses and residents.
- Conducting stakeholder interviews and documenting results.
- Conducting telephone surveys and business outreach phone calls.
- Coordinating the administrative elements of public engagement events.
- Data collection and data entry.
- Desktop research and synthesis.
- Writing reports, memos, and other project-related documents.

Required Qualifications

- Excellent communication and interpersonal skills, both in person and over the phone.
- Commitment to thinking critically about your own cultural lens and being able to communicate respectfully and effectively with people from a diversity of backgrounds. An ideal candidate will be committed to providing equitable outreach to our community and clients.
- Basic to intermediate experience—and a willingness to expand skills—in producing documents for an employer with Microsoft Office 365 programs such as SharePoint, Word, Excel, and PowerPoint.
- A strong level of comfort working with technology, including tablets and computers.
- Organizational skills with an emphasis on efficiency and accuracy in carrying out administrative tasks.
- Demonstrated ability to multitask, prioritize, and meet critical deadlines in a fast-paced work environment.
- Commitment to working both in teams and independently to advance common goals, think creatively, use sound judgement to resolve issues, and create high-quality work products.
- Desire to take on new challenges and responsibilities.
- Initiative, energy, creativity, humility, and a sense of humor.
- 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:

- Ability to converse, present, and/or write fluently in any languages commonly spoken in the Seattle area—such as Spanish, Vietnamese, Korean, Mandarin, Cantonese, Amharic, and Urdu—and interest in applying these cultural and language skills professionally.
- A desire to enter the environmental sector and learn more about waste reduction and recycling, water and energy efficiency, stormwater and wastewater pollution prevention, transportation, and climate change. Prior experience in these areas is preferred but not required.
- A desire to conduct work that has a significant, tangible impact in your local community.
- Experience with sustainability-based outreach programs at businesses and/or residential buildings.
- Access to a personal vehicle (not required).

Compensation

This is a full-time, salaried, exempt position. This position requires a flexible schedule and will include a combination of typical business hours (9 a.m. to 5 p.m.) and occasional weekends, early mornings, and evenings. Occasional travel, including overnight stays, may be required.

Salary will be based on experience and competitive with jobs in the environmental sector. Cascadia offers a flexible workplace with 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, transportation subsidies, flexible spending accounts, paid time off, sabbaticals, and paid parental leave.

How to Apply

To apply, prepare a compelling cover letter outlining your passion for and fit with the position along with a complete chronological resume. Send both to jobs@cascadiaconsulting.com and indicate “Environmental Project Coordinator (Seattle) - [Your Name]” in the subject line. Your cover letter should address your ability to meet the criteria in the *Required Qualifications* section, if you have an interest in supporting a particular line of business, relevant experience and education, and why you are interested in this position. Review of materials is ongoing and will continue until the positions are filled. Early application is encouraged.

Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. Cascadia does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor.