



Transportation Project Assistant

Cascadia Consulting Group, Inc.

Seattle, WA

www.cascadiaconsulting.com

Cascadia Consulting Group is a women-owned, private 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, transportation, 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 and Oakland, 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 is currently seeking a Project Assistant to support work related to transportation and green infrastructure projects. Specific duties include:

- Tracking and managing multiple deadlines and construction schedules.
- Performing multiple outreach activities according to the client's standard procedures, including drafting and coordinating internal review of outreach materials (e.g., factsheets, community notices, listserv messages, webpages), sending notices to listservs, distributing flyers at constituent locations, responding to constituent questions and complaints by phone and email, and supporting planning and execution of outreach events.
- Managing and conducting document reviews on schedule.
- Performing office-based desktop research.
- Data entry, including managing a project communications database.
- Other duties as assigned by the client or Cascadia.

Required Qualifications

This position requires a candidate with the following qualifications:

- Experience working with transit and transportation agencies, such as the Seattle Department of Transportation, King County Metro, or Sound Transit, or related experience.
- Excellent verbal and written communication and interpersonal skills.
- Ability to communicate technical information clearly, including regarding construction impacts and city ordinances and policies.
- Strong organizational skills and ability to track, manage, and prioritize multiple deliverables with overlapping deadlines.
- Cultural competency and emotional intelligence, including the ability to connect respectfully with people from a variety of backgrounds.
- Efficiency and accuracy in conducting administrative tasks.

- Experience writing content for and/or designing outreach materials.
- Experience providing facilitation support for public meetings, working groups, or other stakeholder processes, including notetaking.
- Proficiency with Adobe Acrobat and Microsoft Office programs, including Outlook, Word, and Excel.
- Valid driver's license and comfort with driving (personal vehicle not required).

Other highly desirable attributes include:

- A strong desire to work with the Seattle Department of Transportation.
- A desire to learn more about transportation and green infrastructure projects; prior sustainability, engineering, construction, or public engagement consulting industry experience is preferred.
- Experience in Adobe Illustrator, Adobe InDesign, and ArcGIS.
- Ability to work independently and with little direction.
- A willingness to work both in teams and independently to advance common goals and create high-quality work products.
- A willingness and desire to take on new challenges and responsibilities.
- Prior experience writing informational fact sheets, outreach materials, and constituent correspondence, including emails and informational letters.
- 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, regular, salaried, exempt position. The work may require flexible hours and may have designated hours including weekends and evenings. Salary will be based on experience and competitive with jobs in the environmental sector. We offer 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, and paid time off.

How to Apply

To apply, please send your resume and cover letter to jobs@cascadiaconsulting.com and indicate "Transportation Project Assistant - [Your Name]" in the subject line. Cover letters should address your ability to meet the job responsibilities 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. Review of materials is ongoing and will continue until the position is filled. Early application is strongly encouraged.

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.