



Bilingual Outreach Project Coordinator

Cascadia Consulting Group, Inc.

Position in Seattle, Washington

www.cascadiaconsulting.com

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 26 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 Seattle (WA), Oakland (CA), 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 communities most impacted by social, human, and environmental health challenges.

Position Overview

The Bilingual Outreach Project Coordinator role will have an array of field and office responsibilities such as: engaging multifamily property managers to improve their recycling infrastructure, providing technical assistance to the local business community regarding sustainable business practices, and carrying out waste characterization studies which inform waste reduction goals and policies. This role will include national, and potentially international, travel.

Cascadia Consulting Group is seeking multiple highly motivated and organized Project Coordinators to support our Education, Communication, and Outreach (ECO) and/or Recycling and Materials Management (RMM) lines of business; we are encouraging applicants drawn to either one or both lines of business. Cascadia seeks candidates willing to be inquisitive and reflective about incorporating diversity, equity, and inclusion concepts into their work.

Examples of everyday tasks may include:

- Engagement with the business community, property managers, and residents on environmental topics through phone calls, door-to-door outreach, presentations, and events.
- Sorting waste, recycling, and organic material to collect data for waste characterization studies.
- Data collection and electronic data entry both in the field and in the office.
- Conducting research, which could include desktop research or stakeholder interviews, and synthesizing results.
- Writing emails, reports, memos, and other project-related documents.

Required Qualifications

- Effective written and verbal communication skills with the ability to adapt to diverse styles and perspectives.
- Commitment to thinking critically about your own cultural lens and being able to communicate respectfully and effectively with people from a diversity of backgrounds.

- 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.
- The ability to organize, prioritize, and meet deadlines, with an attention to detail in a dynamic work environment.
- 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.
- Desire to take on new challenges and responsibilities.
- Ability to converse, present, and/or write fluently in any languages commonly spoken in the Seattle area—such as Spanish, Vietnamese, Korean, Mandarin, Cantonese, Tagalog, Thai, Amharic, and Urdu—and interest in applying these language skills professionally.
- A desire to enter the environmental sector and learn more about waste reduction and recycling.
- 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.

Compensation and Benefits

This is a full-time, salaried, exempt position based in Seattle. Salary will be based on experience and competitive with jobs in the environmental sector. Salary ranges will be provided to candidates invited to interview for the position.

The work may require flexible hours and may have designated hours including weekends and evenings. Occasional travel may be required, including meetings and other activities outside standard work hours and sometimes including overnight stays. 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, generous paid time off, professional development budget, sabbaticals, and paid parental leave.

How to Apply

Submit a compelling cover letter outlining your passion for, and fit with, the position. Please also provide a complete chronological resume. Send both to jobs@cascadiaconsulting.com and indicate “Bilingual Outreach Project Coordinator - [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.

Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. We do not discriminate on the basis of age, color, race, disability (physical, sensory, and mental, including HIV, AIDS, and Hepatitis C), national origin, creed, gender identity, gender expression, sexual orientation (including transgender status), religion, ancestry, marital status, pregnancy and childbirth (or related medical conditions), maternity, use of service animal by a person with a disability, genetic information, medical conditions (genetic characteristics, cancer or a record or history of cancer), or, in certain circumstances, marriage to a coworker.