FULL-TIME EXECUTIVE ASSISTANT
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

Cascadia is currently hiring a Full-time Executive 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, and self-motivated; they are a direct communicator and have the empathy and self-awareness needed to maintain superb rapport with the team.

Primary job responsibilities for this position include:

• Take direction from the Accounting department to organize, follow-up with, and facilitate the timely processing of client invoices, expense reconciliations, and timesheets for Senior Consulting Associates. Accounting skills not required.
• Coordinate the complex daily calendars of Senior Consulting Associates, including planning appointments with clients and partners.
• Coordinate materials and manage logistics for trainings and workshops.
• Plan and book national and international travel services including flights, hotels, car rentals, meeting spaces, and other itinerary specifics.
• Maintain client and partner contact information in company Rolodex, and administrative elements of project records.
• Ship and receive packages.
• Perform Word processing tasks, including note taking, editing/proofreading documents, internet research, and composing correspondence and presentations for internal and external clients.
• Provide administrative support for Senior Associate orientation.
• Perform related duties as required.
Required Qualifications

This position requires a candidate with the following qualifications:

- Minimum of 1 years’ administrative experience executing office operations and supporting the scheduling of complex staff calendars.
- 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 full-time, salaried, exempt position based in Seattle. Salary ranges will be provided to candidates invited to interview for the position.

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, 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, this position. Please also provide a complete chronological resume. Send both to jobs@cascadiaconsulting.com and indicate “Full-time Executive Assistant - [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 and why you are interested in this position. Please state where you learned about the position. This position will remain open until filled. Early application is strongly encouraged.