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 seeking a Policy and Planning Analyst to support all lines of business to:

- Research, write, and edit documents including research summaries, memos, surveys, interviews, reports, strategic plans, proposals, work plans, and literature reviews.
- Synthesize and translate complex information into clear, informative, and compelling materials for diverse audiences (i.e. informative summaries, fact sheets, presentations, online dashboards/websites, reports, etc.).
- Conduct quality control and assurance tasks to ensure the production of high-quality work products and deliverables—such as polished written reports, fact sheets, tables, graphs, and other presentation pieces—that uphold Cascadia’s brand and reputation for exceptional quality content and appearance.
- Occasionally prepare articles, press releases, and technical papers on current trends in recycling and materials management.
- Contribute to a working environment conducive to team effectiveness, quality, creativity, and positive morale across Cascadia’s offices.
- Occasional travel, including field work and meetings or other activities outside standard work hours, may be required.

The selected candidate will work primarily on research, policy, and planning projects within Cascadia’s Recycling and Materials Management line of business. They will also support cross-cutting projects that incorporate Cascadia’s other two lines of business—Education, Communications, and Outreach and Climate and Natural Resource Management. Typical clients will range from local governments and utilities to recycling and waste management service providers and private-sector companies and institutions.
**Required Qualifications**

- Experience conducting literature reviews and other desktop research.
- Effective written and verbal communication skills with the ability to adapt to a diversity of styles and perspectives.
- Ability to synthesize information into clear and concise research summaries with actionable recommendations.
- Ability to thrive in a dynamic and sometimes fast-paced environment, work both collaboratively and independently, and navigate through ambiguity where necessary.
- Ability to work with clients, partners, and colleagues in an innovative and culturally responsive way while exhibiting emotional intelligence.
- Ability to navigate client and government relationships, and skill at applying an equity lens when advocating for community needs.
- Ability to stand or walk on uneven surfaces for up to 10 hours per day, and work outdoors, including in inclement weather.
- A four-year degree in a related field or equivalent experience. Advanced degree or certification in a relevant field is a plus.

**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 “RMM Policy and Planning Analyst - [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. Applications will be accepted until 11:59pm (Pacific) on January 30, 2020.

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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.