



Sustainable Materials Management Associate

Cascadia Consulting Group, Inc.

Position in Seattle, Washington

www.cascadiaconsulting.com

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 28 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 Oakland (CA), Seattle (WA), 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 most impacted by social, human, and environmental health challenges.

Position Overview

Cascadia seeks a Sustainable Materials Management Associate to:

- Manage and provide support for primarily recycling and materials management research-based projects. This may include waste characterization studies, zero waste and diversion plans, and other sustainability strategies for municipal, institutional, and private-sector clients. Projects may also include climate research and analysis work.
- Assume project management responsibilities, including scoping, budgeting, planning, client communication, managing staff and/or subcontractors, reporting, and invoicing.
- Conduct data analysis, build analytical models, and create data visualizations in Microsoft Excel.
- 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 (e.g., informative summaries, fact sheets, presentations, online dashboards/websites, reports).
- Support and/or lead facilitation of multi-stakeholder meetings, workshops, task forces, and committees by drafting presentation slides, preparing meeting materials, and taking notes.
- Occasionally prepare articles, press releases, and technical papers on current trends in recycling and materials management.
- Occasionally travel for field work (e.g., to participate in waste characterization studies).
- Other duties as required.

This selected candidate will work primarily on research and planning projects within Cascadia's Research & Analysis (R+A) line of business. As needed, they may occasionally support cross-cutting projects that incorporate Cascadia's other two lines of business—Communication & Engagement (C+E) and Planning & Facilitation (P+F). Attendance at meetings or participation in other activities outside standard work hours may be required. Typical clients include local governments and utilities, recycling and waste management service providers, and private-sector companies.

Required Qualifications

- Commitment to working both in teams and independently to advance common goals, think creatively and critically, use sound judgement to resolve issues, and create high-quality, effective work products.
- The ability to organize, prioritize, and meet deadlines, with an attention to detail in a dynamic work environment.

- Experience conducting data management and analysis, including intermediate to advanced skill using Microsoft Excel.
- Excellent organizational skills, data management abilities, and attention to detail.
- Effective written and verbal communications skills with the ability to adapt to a diversity of styles and perspectives.
- Commitment to considering your own cultural lens and being able to communicate respectfully and effectively with people from diverse backgrounds.
- Ability to navigate client relationships, and skill at applying an equity lens when considering project needs.
- Experience conducting literature reviews and other desktop research.
- Ability to synthesize information into clear and concise research summaries with actionable recommendations.
- Ability to lift or move up to 40 pounds, 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.

Compensation and Benefits

This is a full-time, hourly, non-exempt position that is based in Seattle, Washington. Hourly rate will be based on experience and competitive with jobs in the environmental sector; the anticipated hourly rate range for this position is \$25 - \$34/hour.

The work may require flexible hours and may have designated hours beyond the standard workday, including weekends and evenings. 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 these materials to jobs@cascadiaconsulting.com and indicate “Sustainable Materials Management Associate - [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 the position is filled.

Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. We do not discriminate on the basis of race (inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, creed, ancestry, height, weight (including obesity), national origin, religious beliefs and practices including the wearing of religious clothing, jewelry or artifacts, and hair styles or body hair which are part of an individuals' observance of their religious beliefs, gender identity (transgender status), sex, sexual orientation, marital status, parental status, domestic partner status, political ideology, age, disability (sensory, mental, or physical – including the use of a trained dog guide or service animal), veteran or military status, medical condition (e.g., pregnancy, childbirth, breastfeeding and/or other related medical conditions; cancer, cancer related illness, or record or history of cancer; HIV/AIDS or Hepatitis C status; gender dysphoria), genetic characteristics (e.g., non-symptomatic carriers of inheritable diseases), retaliation for filing a whistleblower complaint, retaliation for opposing an unfair practice, or other basis protected by law.