



## **Zero Waste Policy & Planning Analyst**

**Cascadia Consulting Group, Inc.**

**Position in Seattle, Washington**

[www.cascadiaconsulting.com](http://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), Charleston (SC), Philadelphia (PA), and Seattle (WA), we serve clients across the country.

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 is seeking a Policy and Planning Analyst to support waste prevention, recycling, and materials management to:

- Research and track trends, issues, policies, and regulations related to waste and materials management, including waste prevention, reuse, recycling, composting and other organics processing, sustainable materials management, product stewardship and extended producer responsibility (EPR), rate structures and incentives, collection systems, materials processing and end markets, and resource conservation.
- Design and conduct qualitative desktop research and interviews, analyze information and data, and synthesize findings into clearly written and informative summaries, literature reviews, strategic plans, fact sheets, presentations, and reports.
- Use Microsoft Excel to quantitatively analyze waste data including identifying and projecting waste trends, assessing recycling performance, and supporting waste characterization studies. Assess data quality, identify data gaps, create compelling charts, and interpret analytical results.
- May also support behavior change evaluations, including surveys, interviews, and data analysis.
- May also support greenhouse gas inventories, basic statistical analysis, climate vulnerability assessments, and sustainability metrics tracking and analysis efforts.
- Evaluate, synthesize, and translate complex information into clear, informative, and compelling materials with actionable recommendations for diverse audiences.
- Produce high-quality work products and deliverables that uphold Cascadia's brand and reputation for exceptional quality content and appearance.
- Occasional travel, including field work and meetings or other activities outside standard work hours, may be required.
- Other duties as required.

The selected candidate will work primarily on research, policy, and planning projects within Cascadia's Research & Analysis line of business. They will also support cross-cutting projects that incorporate Cascadia's other two lines of business—Communication & Engagement and Planning & Facilitation. Typical clients will range from local governments and utilities to recycling and waste management service providers and private-sector companies and institutions.

### **Required Qualifications**

- A four-year degree in a related field or equivalent experience. Advanced degree or certification in a relevant field is a plus.
- Understanding of, and commitment to, Cascadia's mission to "inspire and empower communities everywhere to protect and restore our world" in an equitable and inclusive way.
- A commitment to racial equity and the ability to apply racial equity principles to project work with clients, partners, and colleagues in an innovative and culturally responsible way while exhibiting emotional intelligence (i.e., culturally responsive engagement and facilitation).
- Experience with waste prevention, recycling, and waste management concepts. Desire to be a "waste nerd."
- Experience conducting literature reviews, interviews, and other qualitative desktop research. While not required, experience conducting surveys is a plus.
- Experience managing and analyzing data, including intermediate to advanced skill using Microsoft Excel. While not required, experience conducting statistical analysis and familiarity with ArcGIS and other mapping software are pluses.
- Effective written and spoken communication skills. Ability to adapt to a diversity of styles and perspectives and ability to communicate scientific and technical ideas clearly using simple, commonly understood words.
- Ability to synthesize information into clear and concise research summaries with actionable recommendations.
- Ability to solve problems creatively when faced with ambiguity and less-than-perfect information or data sets.
- Excellent organizational skills, time management, data management abilities, and attention to detail.

### **Compensation and Benefits**

This is a full-time, hourly, regular, non-exempt position. Hourly rates are based on experience and competitive with jobs in the environmental sector; the anticipated hourly rate range for this position is \$26-\$30/hour (equivalent to a salaried range of \$54,000 – \$62,000). The work may require flexible hours (including hours beyond the standard workday, such as weekends and evenings).

Cascadia offers a flexible workplace with the potential to work from your home and our office. Our generous benefit package includes health insurance for employees at or above 60% full-time equivalent, 401(k) with an employer match, life insurance, long-term disability insurance, transportation subsidies, flexible spending accounts, generous paid time off (per year: 3 weeks of vacation, 10 holidays, 9 sick days pro-rated for FTE equivalency), professional development opportunities, sabbaticals, and paid parental leave.

## How to Apply

Submit a compelling cover letter outlining your passion for, and fit with, the position, and a complete chronological resume. Submit both to:

[https://cascadiaconsulting.recruiterbox.com/jobs/fk0suzw?cjb\\_hash=O\\_Lvdo24&apply\\_now=true](https://cascadiaconsulting.recruiterbox.com/jobs/fk0suzw?cjb_hash=O_Lvdo24&apply_now=true).

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.

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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 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.*