



ADMINISTRATIVE COORDINATOR

Cascadia Consulting Group, Inc.

Position in Seattle, Washington

www.cascadiaconsulting.com

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 29 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), Philadelphia (PA), and Charleston (SC), 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 currently hiring a full time Administrative Coordinator 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 direct communicators and have the empathy and self-awareness needed to maintain a superb rapport with the team.

The Administrative Coordinator will provide administrative support and serve as receptionist supporting our hybrid-remote staff in Seattle as well as, our other locations. The position is full-time and required to be in the office Monday-Friday from 9-5pm to support office needs. Primary job responsibilities for this position include:

- Answer Cascadia's main phone line, respond to inquiries, and direct calls, and receive and refer office visitors.
- Assist with complex scheduling, workload planning, and securing travel arrangements, including international travel.
- Assist with organizing and executing special projects or events such as Cascadia's annual holiday party, hybrid-remote events, and ordering food and supplies for office celebrations and meetings.
- Support all office operations, including but not limited to ordering office supplies, building maintenance requests, distributing mail, maintaining office files, managing building keys, updating company Rolodex, coordinating company vehicle maintenance, and maintaining general office appearance.
- Perform word processing tasks, including notetaking, editing/proofreading documents, internet research, and composing correspondence and presentations for internal and external clients.
- Manage office equipment requests and maintenance.
- Financial responsibility includes purchasing, processing invoices, contracting with vendors, and expense reconciliation.

- Provide administrative support for employee orientation, recruitment, and HR-related tasks.
- Assist with coordinating materials and managing logistics for training and workshops.
- Provide administrative support to executives and staff across all offices.
- General kitchen duties including cleaning, organizing, and updating signage as needed.

Required Qualifications

This position requires a candidate with the following qualifications:

- Minimum of 2 years administrative experience executing office operations.
- 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 including 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 hourly benefits-eligible, administrative position. The anticipated hourly rate for this position is \$23 - \$25/per hour. The work may occasionally require additional hours (including hours beyond the standard workday, such as weekends and evenings).

Cascadia offers a flexible workplace with the potential to work from home and the office, 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 insurance, transportation subsidies, flexible spending accounts (childcare, medical, and transportation), generous paid time off (per year: 3 weeks' vacation, 10 holidays, 9 sick days prorated for FTE equivalency, and a paid winter break between Dec. 25th and January 2nd), professional development opportunities, sabbaticals, and paid parental leave.

Cascadia requires employees to be vaccinated as a condition of employment and show proof of vaccination, such as their CDC COVID-19 Vaccination Record Card or the vaccination record maintained by their health care provider unless requests for medical or religious accommodation are submitted and approved.

How to Apply

Submit a compelling cover letter outlining your passion for, and fit with, this position. Please also provide a complete chronological resume. Submit both to the following link:

<https://cascadiaconsulting.hire.trakstar.com/jobs/fk02r9g?source=Website>

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. Position will be open until filled with a first review date 8/8/2022.

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.