



Climate & Sustainability Project Coordinator
Cascadia Consulting Group, Inc.
Position in Seattle (WA), Oakland (CA), or Remote
www.cascadiconsulting.com

Firm Overview

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), Charleston (SC), and Philadelphia (PA), 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 seeking a Climate and Sustainability Project Coordinator to support our climate, sustainability, and natural resources analysis and planning work. Key aspects of the work will include researching policies and best practices, supporting workshops and meetings, conducting interviews, preparing literature reviews, analyzing greenhouse gas emissions and climate change impacts, and distilling and translating complex information into clear, compelling materials for diverse audiences. The distribution of work among these key aspects will vary based on project load and applicant skillset. We are seeking applicants with excellent written and oral communication skills, strong quantitative and creative problem-solving capabilities, and an interest in public and stakeholder engagement. Examples of work include the following:

- Support elements of climate and sustainability planning, including collecting and analyzing information; strategic visioning, identifying, evaluating, and prioritizing options; setting goals and targets; implementation planning; and/or reporting/tracking/evaluation.
- Conduct desktop research and interviews, analyze information and data, and synthesize findings into clearly written informative summaries, fact sheets, presentations, and reports.
- Support inclusive and equitable stakeholder and public engagement, including preparation and facilitation of stakeholder interviews, focus groups, briefings, and online and in-person workshops and public events.

- Generate external-facing materials on climate change and sustainability topics for stakeholder meetings, public events, websites, and online dashboards.
- Support analytical tasks, such as greenhouse gas inventories, climate vulnerability assessments, and sustainability metrics tracking and analysis efforts.
- Actively reflect and improve upon efforts to incorporate diversity, equity, and inclusion concepts into client work.
- Research and track trends, issues, and policies related to climate change mitigation and adaptation, renewable energy, water resource management, habitat conservation, and other sustainability and conservation topics.

This position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified or assigned.

Required Qualifications

This position requires a candidate with the following qualifications:

- A bachelor's degree and 1-2 years of professional experience (or a current or recently graduated master's student) working on climate, sustainability, and/or natural resource management issues.
- Working knowledge of climate science, climate adaptation and mitigation strategies, and ability to quickly learn about climate change issues.
- Understanding of, and commitment to, Cascadia's mission to "inspire and empower communities everywhere to protect and restore our world" equitably and inclusively.
- 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).
- Comfort making presentations and presenting information in a compelling, informative, and persuasive fashion.
- Effective written and verbal communication skills in English with the ability to adapt to a diversity of styles and perspectives and clearly communicate scientific and technical ideas using simple, commonly accepted language.
- Demonstrate initiative and problem-solving skills, exceptional critical thinking capabilities.
- Strong interpersonal skills, including the ability to handle challenging situations with tact and sensitivity.
- Ability to manage and execute multiple concurrent tasks and deadlines with minimal guidance in a fast-paced environment.
- Intermediate to advanced experience with Microsoft Office 365 programs including Word, Excel, and PowerPoint.
- Experience with virtual teleconference/engagement platforms including Zoom and Teams.

The successful candidate will have most of the above qualifications and a strong desire to learn the other qualifications. We recognize that not every candidate may have all of the listed qualifications and that many skills can be learned on the job

Compensation and Benefits

This is a full-time, hourly, regular position based in Seattle, WA; Oakland, CA; or remote. Compensation is based on experience and competition with jobs in the environmental sector; the anticipated hourly rate for this position is \$27 - \$29.50/per hour. 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 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, generous paid time off (per annum: 3 weeks' vacation, 10 holidays, 9 sick days pro-rated for FTE equivalency), and a paid winter break between Dec. 25th and January 2nd, professional development opportunities, sabbaticals, and paid parental leave.

Cascadia employees are required 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, the position, and please also provide a complete chronological resume. Submit both to the following link:

<https://cascadiaconsulting.hire.trakstar.com/jobs/fk02a38?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. The first review of applications will begin on October 6, 2022, the position may close at any time after the first review date.

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 individual's 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.