



Sustainability Outreach Project Coordinator

Cascadia Consulting Group, Inc.

Oakland, CA

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) and Seattle (WA), 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 Consulting Group is seeking a highly motivated and organized Project Coordinator who is passionate about working with community members in the Bay Area to advance sustainability. This role will support our Communications and Engagement line of business.

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.

Examples of everyday tasks may include:

- Providing in-person and/or remote outreach to inspire and empower businesses and multifamily property owners to change behavior and take action to protect human health and the environment.
- Conducting in-person and remote outreach and waste audits to businesses/multifamily properties to assist with state and local waste law compliance (SB1383, AB1826, etc.).
- Using tools like Excel, Google G Suite, Microsoft CRM and Recyclist to track outreach and engagement in the field and office.
- Organizing, planning, and supporting meetings, events, and presentations. This could include creating agendas or promotional materials, coordinating speakers, organizing logistics, taking notes, and keeping to a detailed timeline.
- Creating written and visual content for outreach materials (e.g., factsheets, emails, or presentations).
- Utilizing Microsoft Word and PowerPoint to create and deliver professional and informative presentations and reports.
- Evaluating program design and delivery to ensure underserved communities have equitable access.
- Tracking and managing multiple deadlines.

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Required Qualifications

- Commitment to thinking critically about your own cultural lens and being able to communicate respectfully and effectively with people from diverse backgrounds.
- Ability and willingness to speak to business representatives and multifamily property managers and provide technical assistance on the phone and in-person on your own and with colleagues.
- Ability to communicate technical information—such as environmental impacts and benefits, city ordinances, and local policies—in a clear and concise manner.
- Effective written and verbal communication skills with the ability to adapt to diverse styles and perspectives.
- Demonstrated ability to organize, prioritize, and meet deadlines, with an attention to detail in a dynamic work environment.
- Commitment to working both in teams and independently to advance common goals, think creatively, use sound judgement to resolve issues, and create high-quality, effective work products.
- Basic to intermediate experience—and a willingness to expand skills—in producing documents with Microsoft Office 365 programs such as SharePoint, Word, Excel, and PowerPoint, with Adobe products and the Google G Suite.
- Valid driver's license and comfort with driving throughout the Bay Area (personal vehicle not required).
- Experience with customer service, sales or outreach.
- Prior experience in the environmental sector such as waste reduction, recycling and composting; water and energy efficiency; stormwater and wastewater; pollution prevention; transportation; and/or climate change.
- Understanding of California and municipal solid waste and environmental policies.
- Experience organizing and planning events in either a professional or community-based setting (e.g., organizing community events for diverse groups, student clubs in school, or as a volunteer.).
- Experience creating outreach materials and using visual and graphic design programs such as Adobe InDesign or Illustrator.
- Familiarity with social marketing and behavior change.

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.

Physical Conditions

- Ability to work outdoors, including in inclement weather.
- Ability to move up to 30 pounds.
- Ability to stand or walk on uneven surfaces for up to 8 hours per day.

Compensation and Benefits

This position is a full-time, hourly, non-exempt position based in Oakland, CA. Compensation is based on experience and competitive with jobs in the environmental sector; depending on experience and education candidates may be placed in a Project Coordinator I or Project Coordinator II position. The anticipated hourly rate range for this position is **\$30.40- \$33.65/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 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 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), professional development opportunities, sabbaticals, and paid parental leave. Cascadia also closes between December 25th and January 1st for a company-wide, paid winter break.

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, the position, and please also provide a complete chronological resume. Submit both to the following link: [Apply here – Sustainability Outreach Project Coordinator](#)

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 closing date, Monday, January 23, 2023.

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.