



## **Inclusive Engagement Outreach Project Coordinator**

**Cascadia Consulting Group, Inc.**

**Position in Seattle, WA**

[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 Seattle (WA), Oakland (CA), and remote staff, 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 to support our Communications and Engagement (C+E) and Research and Analysis (R+A) lines of business. This role includes outreach and support to help local businesses and residents implement green actions. Cascadia seeks candidates willing to be inquisitive and reflective about incorporating diversity, equity, and inclusion concepts into their work. Based in the Seattle office, the position will be in the field or at the Seattle office at least 1 to 2 times per week.

Examples of everyday tasks may include:

- Inclusive engagement with businesses, property managers, and multifamily residents on environmental topics through phone calls, door-to-door outreach (in compliance with local health and safety guidelines), web and social media, presentations, and events.
- Working closely in a team as well as independently.
- Providing on-site or virtual assistance to inspire and empower businesses to change behavior and take action to protect human health and the environment, from reducing waste and saving water and energy, to preventing pollution and exploring sustainable transportation.
- Creating written and visual content for outreach materials (e.g., factsheets, emails, website or social media content).
- Coordinating business recruitment, interviews, and surveys through phone calls, emails, video calls, on-site visits, or events and completing electronic data entry, both in-field and in-office.
- Calling businesses to explain local recycling requirements and scheduling follow-up meetings to offer more in-depth assistance.
- Organizing, planning, and supporting meetings, events, or presentations. This could include creating agendas or promotional materials, coordinating speakers, organizing logistics, taking notes, and keeping to a detailed timeline.

- Building relationships in the business community by attending events, participating in public or industry meetings or conferences, conducting web research, and reaching out to business leaders via phone, email, social media, or in-person meetings.
- Tracking and managing multiple deadlines.
- Using tools like Excel, Google G Suite, and Salesforce to track outreach and engagement outcomes.

### **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 Seattle and King County (personal vehicle not required).
- Experience with customer service, sales or outreach.
- Ability to engage with multicultural business owners in the Seattle area—such as Vietnamese, Korean, Spanish, Mandarin, Cantonese, Tagalog, Thai, Amharic, Arabic, Somali, Oromo, Tigrinya, —this could be demonstrated in a variety of ways, including but not limited to related language skills.
- 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 Washington 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.*

### **Compensation and Benefits**

This position is a full-time, hourly, non-exempt position based in Seattle, WA. 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 **\$26.44- \$31.46/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. [APPLY HERE](#)

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, March 13, 2023.

*Cascadia Consulting Group is an Equal Opportunity Employer and values diverse perspectives and life experiences. We do not discriminate on the basis of age, color, race, disability (physical, sensory, and mental, including HIV, AIDS, and Hepatitis C), national origin, creed, gender identity, gender expression, sexual orientation (including transgender status), religion, ancestry, marital status, pregnancy and childbirth (or related medical conditions), maternity, use of service animal by a person with a disability, genetic information, medical conditions (genetic characteristics, cancer, or a record or history of cancer), or in certain circumstances, marriage to a coworker.*

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