



**Environmental Sustainability Consulting Associate**  
**Cascadia Consulting Group, Inc.**  
[www.cascadiaconsulting.com](http://www.cascadiaconsulting.com)

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 30 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) and Oakland (CA), and remote staff nationwide, we serve clients throughout North America.

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 2-3 Associates to support and lead the development and implementation of effective, community-centered strategies, plans, and policies for environmental, organizational, and behavior change. This involves conducting and managing research, analysis, and planning projects involving resource conservation, climate adaptation, transit, product stewardship, recycling, natural resources, and related topics.

Cascadia Consulting Group is structured into three lines of business: Research + Analysis, Communications + Engagement, and Planning + Facilitation. Cascadia is seeking candidates with a range of experiences and areas of expertise, including skills in project management, strategic planning, facilitation, report writing, desktop research and synthesis, and inclusive engagement. We are looking for candidates who are interested in being generalists across a range of projects or specializing in large projects. Selected candidates will focus on a line of business in alignment with area of expertise and current needs.

**Associate-level consultants at Cascadia support project teams by:**

- Performing project management duties, including scoping, budgeting, planning, client communication, directing staff and/or subcontractors, reporting, and invoicing.
- Contributing to strategic planning, including collecting and analyzing information, strategic visioning, prioritizing options, setting goals and targets, and implementation planning.
- Conducting meetings with colleagues and clients, including preparing agendas and note-taking to summarize agreements and action items.
- Communicating effectively with team members and clients, including project meetings, and ensuring that project elements are moving forward as planned.
- Writing effectively, including synthesizing and translating complex information into clear, informative, and compelling materials (e.g., summaries, fact sheets, presentations, reports).
- Developing draft content for high-stakes communication (e.g., for large stakeholder groups or high-level decision-makers).



- Conducting internet and interview research and analysis on environmental and sustainability topics, including renewable energy, energy efficiency, greenhouse gases and other pollutants, climate adaptation, environmental justice, cleaner fuels, product stewardship, circular economies, ecosystem services, and other topics.
- Supporting 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.
- Incorporating diversity, equity, and inclusion concepts into client work.
- Occasionally traveling locally or overnight, including for public engagement, meetings, or other activities outside standard work hours.

### **Qualifications:**

Successful Consultants at Cascadia have demonstrated abilities in skill areas including basic office software, client and partner relationships, conflict management, critical thinking, fostering inclusivity and teamwork, creating a learning culture, meeting client expectations, organization and time management, and verbal and written communication skills.

Demonstrated ability to perform the above listed job duties at an Associate level will typically include a combination of:

- An undergraduate degree that includes an analytical and/or environmental component.
- 3-5 years of experience applying qualitative and quantitative analysis in a business setting.
- Additional experience may be a substitute for education, and education may substitute for some experience.

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

### **Compensation and Benefits**

This is a full-time, hourly, regular, non-exempt position based in Seattle, WA, or Oakland, CA. Pay is based on experience; the anticipated hourly rate range for this position is **\$31.50 to \$42.00**. Note: CA rate would be increased by an +8% location differential. The work will require occasionally flexible hours (including hours beyond the standard workday, such as weekends and evenings), and commitment to a flexible weekly schedule that includes at least 1-2 days of work per week in-person at our Seattle or Oakland office.

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 prorated for full-time equivalency, and a companywide office closure between December 25 and January 1), professional development opportunities, sabbaticals, and paid parental leave.

### **To Apply**

Submit a compelling cover letter outlining your qualifications and alignment with the position, along with a complete chronological resume. Submit both to the following link: [Apply Here.](#)



**Your cover letter** should address your ability to meet the criteria outlined above 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 **May 21<sup>st</sup>, 2023**.

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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.*