



Environmental Communications and Engagement Senior Associate
Cascadia Consulting Group, Inc.
Oakland, California
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 Oakland (CA), Seattle (WA), and some remote employees, 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 Senior Associate who is passionate about working with our Bay Area clients and community to advance sustainability.

The selected candidate will work primarily on project management and business development within Cascadia's Communications and Engagement (C&E) line of business and periodically support research and planning projects within Cascadia's other lines of business. This position will provide services to a diverse set of clients ranging from local governments and utilities to recycling and waste management haulers and private-sector companies. The position must be available for local client meetings in the greater Oakland area but may otherwise work remotely. Cascadia does have a physical Oakland office space and a culture that encourages occasional in-person engagement with colleagues while supporting remote flexibility.

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:

- Perform project management, including scoping, budgeting, planning, client communication, directing staff and/or subcontractors, reporting, and invoicing.
- Lead selected proposal-writing processes in conjunction with Directors or subject matter experts, including developing the proposal response strategy, managing the proposal team, writing content, and participating in interviews and the consultant selection process.
- Develop relationships with community-based organizations and partners.

- Ensure that projects are delivered on time, within budget, and in accordance with Cascadia's reputation and standards for producing high-quality work products and outcomes.
- Support or lead facilitation (e.g., draft presentation slides, prepare meeting materials, guide discussions, and take notes) of large multi-stakeholder meetings, workshops, task forces, and committees to support our clients in preventing waste, increasing recycling, composting and complying with solid waste laws.
- Support training and oversight of outreach staff in the field.
- Train, mentor and supervise staff from racially diverse backgrounds on effective and culturally informed outreach and engagement strategies.
- Contribute to a working environment conducive to team effectiveness, quality, creativity, and positive morale across Cascadia's offices.

Qualifications:

A demonstrated ability to successfully perform the above listed responsibilities typically includes:

- An understanding of, and commitment to, Cascadia's mission to "inspire and empower communities everywhere to protect and restore our world" in an equitable and inclusive way.
- A proven track record of project management, ideally in a consulting environment, which can include overseeing all aspects of client services projects, managing multiple concurrent projects and deadlines, and ensuring projects are completed on time and on budget.
- Excellent organizational skills, data management abilities, and attention to detail.
- Ability to work with clients, partners, and colleagues in an innovative and culturally responsive way while exhibiting emotional intelligence.
- Ability to thoughtfully navigate client and stakeholder relationships; proactively identify and resolve budget, client and/or stakeholder issues; and the ability to advocate for community needs to clients to ensure equitable and effective outcomes.
- A commitment to racial equity and the ability to apply racial equity principles to project work.
- Experience working with community-based organizations.
- Experience managing and supporting subcontractors.
- Effective written and verbal communication skills in English with the ability to adapt to a diversity of styles and perspectives.
- Commitment to team building and mentorship.
- Experience supervising internal team members.
- Training or expertise in the fields of recycling, composting, materials management, zero waste, and other environmental fields. Topics may include waste collection and processing systems, community-based social marketing, behavioral science, waste characterization studies, zero waste planning and policy, and composting or food waste prevention.
- Understanding or expertise with California solid waste policies such as Senate Bill 1383, Assembly Bills 1826 and/or 341.
- Experience and comfortability with in-person outreach and engagement.
- Occasional travel, including fieldwork, meetings, overnight stays, or other activities outside standard work hours may be required.
- Experience conducting qualitative analyses and writing research summaries, memos, surveys, interview guides, reports, strategic plans, and proposals.
- Experience performing quantitative analyses on diverse datasets, analyzing project metrics, tracking budget performance, and analyzing research data including intermediate Microsoft Excel skills.

- Written and verbal proficiency in Spanish, Cantonese, Mandarin, Vietnamese, Tagalog, or other language(s) commonly spoken in the San Francisco Bay Area.
- Combination of an advanced degree or certification in a relevant field and/or transferable experience.

Compensation and Benefits:

This position is a full-time salaried, exempt position based in Oakland, CA. Senior Associates at Cascadia typically have extensive demonstrated ability, skills and expertise, and initial offers are made according to combined years of education and experience. Salary amounts are intended to be competitive with jobs in the environmental sector. The anticipated salary range for this position is **\$94,500 annually** for a Senior Associate level I - **\$122,500 annually** for the most experienced Senior Associate level III. This is reflective of a location adjustment for cost of living near our 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 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.

To Apply:

Submit a compelling cover letter outlining your passion for, and fit with, the position, and please also provide a complete chronological resume to the following link: [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 of **Wednesday, August 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 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.

