



Office Coordinator

Cascadia Consulting Group, Inc.

Position in Seattle, Washington

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 government, institutional, and private-sector clients to advance sustainability through recycling and materials management, climate change mitigation and resilience, energy efficiency, pollution prevention, transportation demand management, 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's Corporate team is seeking a highly organized and motivated Office Coordinator who is passionate about providing excellent customer service for our Seattle office. This is a full time, onsite (5 days a week) position based in Seattle, WA. The Office Coordinator acts as the first point of contact for all remote and onsite staff in a professional and friendly manner. This role provides an opportunity to grow professionally in an operations focused fast and dynamic team environment. Someone who is unfailingly kind, humble, approachable, and a team player will be successful in this role; someone who values direct communication and has the empathy and self-awareness needed to maintain a superb rapport with all staff.

The Office Coordinator will provide administrative support to our hybrid-remote staff in Seattle and our other locations. The position is full-time and required to be in the office Monday-Friday from 9-5pm to support office needs.

Example of everyday tasks may include:

- Answer Cascadia's main phone line and distribute calls, respond to email inquiries, and greet office visitors.
- Assist with complex scheduling, workload planning, and securing local and international travel and accommodation arrangements.
- Assist with organizing and executing special projects and/or events including ordering food and supplies, for office and remote celebrations and meetings.
- Monitor and respond to submissions on Cascadia's internal Administrative Request log promptly.
- Coordinate the set-up and break-down of conference rooms in preparation for and following meetings.

- Support planning and facilitating in-person and virtual events, fostering a sense of camaraderie and team bonding, including occasional after-hours, offsite work events, team building gatherings, and community volunteering events.
- Support all office operations, including but not limited to ordering office supplies, building maintenance requests, distributing mail, maintaining office files, managing building keys, updating company contacts, coordinating company equipment and vehicle maintenance, and maintaining overall office tidiness.
- Perform word processing tasks, including notetaking, editing/proofreading documents, internet research, and composing correspondence and presentations for internal and external clients.
- Make purchases, process invoices, contract with vendors, and reconcile expense.
- Provide administrative support for new hires including initial office tour and scheduling onboarding activities.
- Assist with coordinating materials and managing logistics for training and workshops.
- Provide administrative support to executives and all hybrid and remote staff.
- Complete and/or coordinate coverage of open and closing office procedures including general kitchen duties.
- Demonstrate a commitment to customer service and utilize active listening skills.

This position may provide support and coverage for roles across the corporate team as needed.

Qualifications:

- Minimum of 2 years of administrative experience executing office operations.
- Strong organizational skills with an emphasis on detail, efficiency, and accuracy in carrying out administrative tasks.
- Excellent interpersonal, verbal, and written communication skills.
- Proficiency with Outlook and MS Office programs including Microsoft Word and Microsoft Excel.
- Ability to work independently and with a team.
- Strong time management skills and ability to prioritize workload using critical thinking skills to resolve issues.
- Ability to adapt to different communication styles and competing needs.
- A personable demeanor, positive attitude, and a sense of humor.
- Valid driver's license; ability to drive to perform work tasks as needed.

Compensation and Benefits

This is a full-time, hourly, non-exempt, fully onsite position based in our Seattle office. Hourly rates are based on experience and competitive with jobs in the environmental sector; the anticipated hourly rate range for this position is \$24.59 - \$28.28.

Cascadia offers professional development opportunities and 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), sabbaticals, and paid parental leave. Cascadia also closes between December 25th and January 1st for a company-wide, paid winter break.

How to Apply:

Submit a compelling cover letter and chronological resume to the following link: [Apply Here.](#)

Your cover letter should highlight the ability to meet the criteria outlined above, relevant work experience, education, and your interest and passion in this position. Please state where you learned about the position. If your resume does not currently reflect the requested experience, please explain your adjacent skills and/or experience as applicable to this position. Applications will be accepted until the closing date of **Wednesday, January 24th 2024.**

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.