



Sustainable Communications & Outreach Associate
Cascadia Consulting Group, Inc.
Seattle, WA
www.cascadiaconsulting.com

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 31 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 an Associate with Communications & Engagement experience who is passionate about working with clients and community to advance sustainability.

The selected candidate will work primarily on projects within Cascadia's Communications and Engagement (C&E) line of business and utilities to nonprofits and private-sector companies. The position must be available for local outreach and client meetings in the greater Puget Sound area but may otherwise work remotely. Cascadia does have a physical Seattle office space and a culture that encourages in-person engagement with colleagues while supporting remote flexibility. Occasional travel, including fieldwork, meetings, overnight stays, or other activities outside standard work hours may be required.

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 projects for a range of communications, engagement, behavior change, and/or marketing projects
- 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 strategic business development opportunities including writing scopes of work, maintaining positive and productive working relationships with existing clients, building budgets and responding to requests for proposals
- Effectively write and verbally communicate using a diversity of styles and perspectives. Work with the creative team to synthesize and translate complex information into clear, informative, and compelling materials (e.g., summaries, fact sheets, presentations, online dashboards, reports)
- Develop draft content and participate in and/or lead large scale or high-profile communications meetings and events (e.g., for large stakeholder groups or high-level decisionmakers)
- Actively reflect and improve upon efforts to incorporate diversity, equity, and inclusion concepts into client work
- 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 5 years of education and/or professional work experience that shows a significant portion of this experience and ability:

- 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
- Strong organizational skills and attention to detail with the ability to track, manage, and prioritize multiple projects and deliverables with overlapping deadlines
- 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
- Experience with business development such as proposal or grant writing
- A commitment to racial equity and the ability to apply racial equity principles to project work
- 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 and comfortability with in-person outreach and engagement

This position is a mid to high level Associate with our firm (distinguished from Project Coordinator and Senior Associate.) The experience and education typical to demonstrate this level of ability is a four-year degree in a related field (e.g., environmental studies) and 4 to 6 years of direct relevant experience of progressive responsibility. Ultimate placement and compensation offer is dependent on experience and demonstrated skills and abilities through the selection process.

Compensation and Benefits:

This is a full-time, hourly, regular, non-exempt position based in Seattle, WA. Hourly rates are based on experience and competitive with jobs in the environmental sector; the anticipated hourly rate range for this position is \$35.33-\$44.38/hour. This encompasses two ranges and hire is usually made in the lower half of applicable range. 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 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.

To Apply:

We encourage you to apply if you think you'll be successful in this job. Please submit a compelling cover letter outlining your qualifications and alignment for 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 in the 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 **Tuesday, April 02nd 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.