



## **Sustainable Business 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 27 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 Charleston (SC), 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 communities 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 Education, Communication, and Outreach (ECO) and Recycling and Materials Management (RMM) lines of business. This role includes outreach and support to help local businesses and residents implement green actions. This role could include national, and potentially international, travel when permissible. Cascadia seeks candidates willing to be inquisitive and reflective about incorporating diversity, equity, and inclusion concepts into their work.

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.
- Providing onsite 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, onsite visits, or events and documenting data collection via electronic data entry, both in-field and in-office.
- Calling businesses to explain local recycling requirements and scheduling follow-up meetings with businesses to offer more in-depth assistance.
- Organizing, planning, and supporting meetings, events, or presentations, including 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.
- Conducting field research including sorting waste, recycling, and organic material to understand business and resident behavior and increase recycling.
- 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 a diversity of backgrounds.
- Effective written and verbal communication skills with the ability to adapt to diverse styles and perspectives. Comfort with talking to businesses and multifamily property managers and residents on the phone.
- Ability to communicate technical information clearly, including regarding environmental impacts and benefits and city ordinances and policies.
- The 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 for an employer with Microsoft Office 365 programs such as SharePoint, Word, Excel, and PowerPoint or with Adobe products or the Google G Suite.
- Valid driver’s license and comfort with driving (personal vehicle not required).
- Ability to work outdoors, including in inclement weather.

### **Other highly desirable attributes include:**

- Ability to converse, present, and/or write fluently in any languages commonly spoken in the Seattle area—such as Vietnamese, Korean, Spanish, Mandarin, Cantonese, Tagalog, Thai, Amharic, Arabic, Somali, Oromo, Tigrinya, Punjabi, or Russian—and interest in applying these language skills professionally.
- A desire to enter the environmental sector and learn more about waste reduction and recycling, water and energy efficiency, stormwater and wastewater pollution prevention, transportation, and climate change. Prior experience in these areas is preferred but not required.
- 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.
- Experience with conducting outreach, customer service, or sales.
- Familiarity with social marketing and behavior change.

- Ability to lift and move up to 40 pounds.
- Ability to stand or walk on uneven surfaces for up to 10 hours per day.

### **Compensation and Benefits**

This is anticipated to be a full-time, hourly, exempt position based in Seattle, Washington. Hourly rate will be based on experience and competitive with jobs in the environmental sector. Hourly rate ranges will be provided to candidates invited to interview for the position.

The work may require flexible hours and may have designated hours including weekends and evenings. Occasional travel may be required, including meetings and other activities outside standard work hours and sometimes including overnight stays. Cascadia offers a flexible workplace with 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, transportation subsidies, flexible spending accounts, generous paid time off, professional development budget, sabbaticals, and paid parental leave.

### **How to Apply**

Submit a compelling cover letter outlining your passion for, and fit with, the position. Please also provide a complete chronological resume. Send both to [jobs@cascadiaconsulting.com](mailto:jobs@cascadiaconsulting.com) and indicate “Sustainable Business Outreach Project Coordinator - [Your Name]” in the subject line. 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. If your resume does not currently reflect the requested experience, please explain your adjacent skills and/or experiences as applicable to this position. Please state where you learned about the position. Review of materials is ongoing and will continue until the position is filled. Early application is encouraged.

---

*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.*