



## Recycling and Materials Management Project Coordinator

Cascadia Consulting Group, Inc.

Position located in Seattle, Washington

[www.cascadiaconsulting.com](http://www.cascadiaconsulting.com)

Cascadia Consulting Group is a women-owned, private environmental consulting firm with 28 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 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 most impacted by social, human, and environmental health challenges.

### Position Overview

We are seeking a Project Coordinator to support our recycling, organics, and waste reduction programs by performing waste characterization studies throughout North America. It is expected that 50% of this position will be travel. The ideal candidate will have a background in and/or knowledge of recycling, organics, and waste reduction programs, as well as competencies in quantitative analysis and problem-solving. Attention to detail and a commitment to team-building are equally important qualities.

Specific duties of this role include:

- Coordinating and/or delegating project preparation tasks that may include travel logistics, assessing gear inventory, setting up databases, printing field forms, etc.
- Independently or collaboratively collecting desired waste, recyclable, and/or organic material as specified in a research study design.
- Participating in fieldwork to visually characterize or hand-sort samples of waste, recyclables, and/or organic materials.
- Rapidly working towards the ability to effectively teach and manage a crew to hand-sort samples of waste, recyclables, and/or organic materials.
- Ensuring and upholding that performed work adheres to Cascadia's safety standards.
- Maintaining field crew morale.
- Evaluating and informing project design to ensure equitable service delivery.
- Performing data entry using Cascadia's cloud-based software and Excel.
- Conducting quantitative analyses, including use of spreadsheets and databases.
- Assisting with the writing, production, and overall execution of proposals and reports as needed.
- Conducting research (internet and telephone surveys) as needed.
- Other duties as assigned by the client(s) or Cascadia.

### Required Qualifications

This position requires a candidate with the following qualifications:

- 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 verbal and written communication, quantitative analysis, and problem-solving skills with the ability to adapt to diverse styles and perspectives, both in person and over the phone.
- Commitment to thinking critically about your own cultural lens; ability to provide equitable outreach and communicate respectfully and effectively with people from a diversity of backgrounds.
- Basic to intermediate experience—and a willingness to expand skills—in producing documents with Microsoft Office 365 programs such as SharePoint, Word, Excel, and PowerPoint.
- Comfort working with technology, including tablets and computers.
- The ability to organize, prioritize, and meet deadlines with an attention to detail in a dynamic work environment, including efficiently carrying out administrative tasks.
- Commitment to working both in teams and independently to advance common goals, think creatively, collaborate with others to resolve issues, and create high-quality work products.
- Willingness and desire to take on new challenges and responsibilities.
- Valid driver’s license and comfort with driving (personal vehicle not required).
- Ability to lift and move up to 40 pounds.
- Ability to stand or walk on uneven surfaces for up to 10 hours per day.
- Ability to work outdoors, including in inclement weather.

Other highly desirable attributes include:

- Spoken and written fluency in both English and another language, such as Spanish, Mandarin, Cantonese, and/or Russian.

### **Compensation and Benefits**

This is a full-time, hourly, 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 \$22.15- \$23.12/hour.

The work may require flexible hours (including hours beyond the standard workday, such as weekends and evenings). 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 insurance, transportation subsidies, flexible spending accounts, generous paid time off, professional development opportunities, sabbaticals, and paid parental leave.

### **How to Apply**

Submit a compelling cover letter outlining your passion and qualifications for the position. Please also include a complete chronological resume. Send these materials to [jobs@cascadiaconsulting.com](mailto:jobs@cascadiaconsulting.com) and indicate “Recycling and Materials Management 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. Please state where you learned about the position. This position is open until filled.

*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.*