



## **Sustainable Infrastructure and Transportation Outreach Associate**

**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 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 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 Associate to support transportation and capital improvement project communications, as well as behavior change and marketing within Cascadia's Communication and Engagement (C+E) and Planning and Facilitation (P+F) lines of business. This role includes outreach, engagement and communications support, and management for a range of transportation and resource conservation projects, from communicating with stakeholders about new transportation and green stormwater infrastructure projects to encouraging businesses or residents to consider sustainable transportation methods. This role will support a range of clients, including local governments, utilities, and private companies. This role could include national 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:

- Perform project management duties, including budgeting, planning, client communication, directing staff and/or subcontractors, reporting, and invoicing.
- Ensure that projects, tasks and deliverables are completed on time, within budget, and in accordance with Cascadia's reputation and standards for producing high-quality work products and outcomes.
- Leading communications, behavior change, and marketing projects from initial design to implementation to evaluation of project success.
- 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 transportation and resource conservation design and construction projects.
- Train and mentor staff from racially diverse backgrounds on effective and culturally informed outreach and engagement strategies.
- Schedule outreach activities, including meetings with clients and community members, via phone and email.

- Manage teams to engage with businesses, property managers, and residents on environmental topics through phone calls, presentations, events, virtual workshops and in-person outreach (in compliance with local health and safety guidelines).
- Create written and visual content for outreach materials (e.g., factsheets, emails, website or social media content), emails, memos, reports, and other project-related documents.
- Design and conduct surveys, business outreach messages, stakeholder interviews, and document data collection via electronic data entry, both in-field and office, including on project communications databases. Occasionally conduct qualitative and quantitative data synthesis of results.

### **Required 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.”
- Experience completing project manager-level duties - and a willingness to expand skills - which may include overseeing client services projects or leading a team to complete project deliverables on time and on budget.
- Ability to proactively identify and resolve issues, especially budget, project, client, customer, and/or stakeholder issues.
- 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, as well as advocate for community needs to clients to ensure equitable and effective outcomes.
- Commitment to working both in teams and independently to advance common goals, think creatively, use sound judgement to resolve issues, and create high-quality work products.
- Excitement, interest and/or experience working with the Seattle Department of Transportation, King County Metro, Sound Transit, Washington State Department of Transportation, or Seattle Public Utilities.
- A desire to learn about and interest in transportation and green infrastructure projects; prior experience with sustainability, engineering, construction, and/or public engagement consulting is preferred.
- Effective verbal and written communication and interpersonal skills with the ability to adapt to diverse styles and perspectives.
- Experience writing informational fact sheets, outreach materials, and constituent correspondence, including emails and informational letters.
- Experience providing facilitation support or leadership for public meetings, working groups, or other stakeholder processes, including notetaking.
- Strong organizational skills and ability to track, manage, and prioritize multiple deliverables with overlapping deadlines.
- Ability to communicate technical information, including city policies, construction schedules, and infrastructure installation impacts, clearly and with a culturally sensitive lens.

Other highly desirable attributes include:

- Experience managing communications for capital improvement projects.
- Experience applying community-based social marketing, behavior change theory, or behavioral science to project work.
- Experience with transportation demand management (TDM) programming including promoting sustainable transportation methods including transit (bus, water taxi, or vanpool), active transportation (biking and walking), and micromobility modes (electric bikes or scooters).
- 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.
- Ability to lift or move up to 40 pounds, stand or walk on uneven surfaces for up to 10 hours per day, and work outdoors, including in inclement weather.

### **Compensation and Benefits**

This is an hourly, non-exempt position that could be based in Washington. Hourly rates will be based on experience and parity with current Cascadians, and competitive with jobs in the environmental sector; the anticipated hourly rate range for this position is \$28.17 - \$33.80.

The work may require flexible hours and may have designated hours beyond the standard workday, including 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, 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 these materials to [jobs@cascadiaconsulting.com](mailto:jobs@cascadiaconsulting.com) and indicate “Sustainable Infrastructure and Transportation Outreach Associate - [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. Applications will be accepted until the position is filled.

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*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.*