



**Job Description**  
**Cascadia Consulting Group, Inc.**  
**Project Assistant, Recycling & Materials Management Practice**  
**Position in Oakland, California**

Cascadia Consulting Group develops and implements innovative solutions to today's environmental challenges. Founded in 1993, we work with private and public-sector clients to advance sustainability through recycling and materials management, climate change mitigation and adaptation, energy efficiency, and water and natural resources management. The Cascadia team brings both expertise and creative thinking to research and analysis, strategic planning, program design and implementation, and outreach and evaluation. With offices in Seattle, Oakland, Los Angeles, and Phoenix, we serve clients across the country and abroad. Our mission is to pioneer a sustainable future, making a positive difference for our clients, our global community, and the environment.

Cascadia aspires to be a multi-cultural organization and seeks to hire individuals who contribute to our cultural fluency. We value employees who are aware of their own cultural lens and the impact that has on their interactions and work; and, can effectively connect across culture and difference, with a particular sensibility around race, class, gender, sexual orientation, and physical ability. Additionally, we hire individuals who value a collaborative, fast-paced work environment, who can think creatively and communicate effectively, and who will work hard to get the job done well. Consulting is about taking initiative, problem-solving, and serving clients, so we seek staff with those skills. We offer a flexible working environment and provide excellent benefits. The firm is a multiple recipient of the [Alfred P. Sloan Award for Business Excellence in Workplace Flexibility](#).

**Position Overview:**

Cascadia is currently seeking a Project Assistant for its Oakland office to support the Recycling and Materials Management (RMM) line of business. The primary responsibility of this position is to support a team of six technical experts on Cascadia's project with [StopWaste](#). Examples of work will include calling and emailing businesses around Alameda County to inform them of recycling requirements, scheduling appointments for technical experts to meet in-person with business representatives, tracking data from customer interactions into a customer relationship management (CRM) software database, following up with waste and recycling service providers on service-related issues, and scheduling team meetings. Duties performed on the StopWaste project will make up about 60% of this position with 40% focused on supporting other Recycling and Materials Management projects. Duties performed on other RMM projects will be similar to duties performed on StopWaste, and may also include in-person recycling outreach to residential housing complexes and business properties, hand-sorting waste samples (waste characterization studies), data entry, and assistance with writing memos and various other project-related documents.

This position will require skills in customer engagement, logistics coordination, time management, administrative support, writing, data entry, and creative problem solving. This position is full-time and based in Cascadia's Oakland (CA) office.

**Candidate Profile**

- Ability to coordinate complex logistics relevant to site visits which involve multiple calendars and schedules, number of staff and transport of materials, as well as estimating travel time.
- Excellent interpersonal, verbal, and written communication skills.
- Desire to learn more about waste and recycling. Prior industry experience is preferred but not required.
- Strong organizational skills with an emphasis on efficiency and accuracy in carrying out administrative tasks.

- Ability to multitask, prioritize, stay organized, and meet critical deadlines in a fast-paced work environment.
- Proficiency with Outlook and MS Office programs, including Microsoft Word and Microsoft Excel, with a willingness to expand skills.
- Ability to work independently and use sound judgment to resolve issues.
- Proven cross-cultural oral and written communication skills.
- Strong creative thinking skills.
- Language and cultural skills aligned with commonly underserved Bay Area communities.
- Willingness to work both in teams and independently to advance common goals and create high-quality work products.
- A willingness and desire to take on new challenges and responsibilities.
- A personable demeanor, positive attitude, and a sense of humor.
- Enjoys variety of work.

This position will occasionally be required to work outdoors, sometimes in inclement weather; stand and walk on uneven surfaces for up to ten hours per day; lift or move up to 50 pounds.

**Compensation and Benefits:**

This is a full-time position, 40 hours per week. Salary is commensurate with experience. Benefits include health insurance, 401K with an employer match, transportation subsidies, and generous vacation. Some evening and weekend work is required. For the right candidate, this position has opportunities for growth and progressively increasing responsibility.

**To Apply:**

To apply, please send resume and cover letter to [jobs@cascadiaconsulting.com](mailto:jobs@cascadiaconsulting.com) and indicate RMM Project Assistant Oakland - [Your Name] in the subject line. Cover letters should address your ability to meet the majority of the job responsibilities in the candidate profile section and highlight relevant experience, education, and why you are interested in this position. Please state where you learned about the position. Applications accepted through October 9, 2015.