



**Job Description**  
**Cascadia Consulting Group, Inc.**  
**Associate, Analysis and Strategy**

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 hires 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 Description**

Cascadia is currently seeking an Associate for its Seattle office to support its natural resources and climate change adaptation facilitation and communication work. This position is primarily responsible for supporting and managing projects in Cascadia's Analysis and Strategy line of business, including the Climate Practice Area and the Natural Resources Practice Area. The role serves a range of clients and stakeholders, both domestically and internationally, including local governments, Tribes, foundations, and development agencies. Key aspects of the work will include facilitating workshops and meetings, managing relationships and projects, and distilling and translating complex information for diverse audiences.

**Primary Responsibilities**

- Facilitate multi-stakeholder meetings, workshops, task forces, committees, and boards dedicated to a range of environmental topics, including Puget Sound and salmon recovery, watershed management, and climate change adaptation.
- Build relationships, communicate, and coordinate with stakeholders, internal and external team members, and clients.
- Assist with business development by identifying new business opportunities, writing proposals, attending conferences, and meeting with potential clients.
- Conduct research and interviews, analyze information and data, and synthesize findings into clearly written informative summaries, fact sheets, presentations, or reports.
- Manage tasks and/or projects, as defined by the Supervisor and Line of Business Director, ensuring high-quality deliverables and compliance with deadlines.
- Develop realistic project scopes, budgets, timelines, and staffing plans.
- Research and track trends, issues, and policies related to climate change adaptation, salmon recovery, water resource management, and other topics.
- Draft climate vulnerability assessments, adaptation plans, and communication pieces that translate the science for lay audiences and reflect stakeholder priorities.

- Produce high-quality work products and deliverables, such as polished written reports, fact sheets, tables, graphs and other presentation pieces, that uphold Cascadia's "brand" and reputation for exceptional quality look and content.
- Occasional travel, including international travel as well as meetings and other activities outside standard work hours, may be required.

### **Desired Qualifications**

- A minimum of two years professional experience working on marine, coastal, climate, and/or natural resource management issues is required.
- A Master's degree in environmental studies, or related field, is required.
- Strong interest in facilitation; experience facilitating multi-stakeholder groups grappling with natural resource issues.
- Demonstrated understanding of climate change impacts and/or adaptation. Direct work experience in this area is highly desirable.
- Strong interpersonal skills, and ability to handle challenging situations with tact and sensitivity.
- Excellent organizational and documentation skills, and great attention to detail.
- Strong verbal and written communication skills and demonstrated ability to communicate complex issues clearly using simple, commonly accepted language.
- Demonstrated ability to manage multiple tasks or projects, balance competing demands, set priorities, meet deadlines, and comply with budget targets.
- Intermediate to advanced skills in Microsoft Word and PowerPoint.
- Willingness and ability to work effectively in a dynamic, fast-paced work environment.
- Patience, empathy, and a sense of humor.
- Ability to work independently, with minimal guidance, as well as an ability to work effectively in a team.

### **Additional Valued Skills**

- Knowledge of local/regional issues related to Puget Sound recovery, salmon recovery, water resources management, and climate adaptation.
- Background in public engagement; experience designing and/or facilitating workshops or trainings.
- Strategic planning experience.
- Experience with GIS software.
- Experience with the Open Standards for the Practice of Conservation.
- Intermediate to advanced skills in MS Excel or publishing software expertise, particularly Adobe InDesign and/or MS Publisher.
- Cross-cultural experience.
- Experience and/or interest in international work, particularly in Asia or Latin America.
- Multilingual skills a plus.

### **Compensation & Benefits**

This is a full time, exempt position. The job may require occasional travel, including international travel and meetings or activities outside standard work hours. Salary is commensurate with experience. Benefits include health insurance, 401K with an employer match, transportation subsidies, and generous vacation. For the right candidate, this position has opportunities for growth and progressively increasing responsibility.

*Cascadia Consulting Group is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, veteran status, height, weight, or marital status in employment or the provision of services.*

**To Apply:**

To apply, please send resume and cover letter to [jobs@cascadiaconsulting.com](mailto:jobs@cascadiaconsulting.com) and indicate Associate, Analysis and Strategy- [Your Name] in the subject line. Cover letters should address your ability to meet primary job responsibilities, relevant experience, and interest in the position. Please state where you learned about the position. Applications accepted until 5PM (Pacific), May 15, 2015.