



**Job Description**  
**Cascadia Consulting Group, Inc.**  
**Senior Associate, Recycling & Materials Management Practice**  
**Seattle, WA Office**

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, San Jose, 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 hiring a Senior Associate for our Seattle office, with particular expertise in promoting, implementing, and evaluating best practices and innovations in recycling, waste prevention, and material diversion. This position is responsible for managing projects and securing new business in Cascadia's Recycling and Materials Management practice, serving a range of clients from local governments to recycling and waste management service providers and private sector companies.

**Primary job responsibilities:**

- Direct and manage projects focused on behavior change best practices and innovations in the recycling and materials management field. Related tasks include developing project scopes, budgets, timelines, and staffing plans; implementing projects on time and within budget; communicating and coordinating with internal and external team members and clients; and producing high-quality work products and deliverables.
- Identify and secure new projects and opportunities aligned with Recycling and Materials Management practice business plans, including participating in proposal writing and presentations to prospective clients.
- Supervise and provide direction to assigned staff, ensure supervisees meet annual performance targets and development goals.
- Contribute to a working environment conducive to team effectiveness, quality, creativity, and positive morale.
- Research and stay abreast of industry trends and developments. Participate in relevant professional group meetings and conferences.
- Occasional travel, including field work and meetings or other activities outside standard work hours may be required.

**Desired qualifications:**

- A minimum of five years professional experience working in the recycling/waste management sector is required. Five or more years of direct project management experience in the sector is preferred.
- Must be organized, self-motivated, able to set work priorities and act independently with minimal supervision.
- Able to work in a dynamic, fast-paced work environment.
- Experience-based knowledge of a range of recycling, waste prevention, and material diversion programs, systems, and markets. Understanding of established best practices, new developments and innovations in the field.
- Familiarity with community-based social marketing and behavior change research. Demonstrated success implementing social marketing and behavior change programs is preferred.
- Excellent organizational and documentation skills, and great attention to detail.
- Strong verbal, written, and interpersonal communication skills.
- Demonstrated ability to manage multiple projects and meet deadlines. Experience developing and managing to project budgets is preferred.
- Experience supervising and providing leadership to junior staff.
- Advanced MS Excel, PowerPoint, and Word skill level is required.
- Four-year college degree is required. Advanced degree or certification in a relevant field is preferred.

**Compensation:**

This is a full time position. Salary is commensurate with experience. This position is also eligible for performance-based bonuses. We offer a generous benefit package including health insurance, 401K with an employer match, life insurance, long-term disability, transportation subsidies, flexible spending accounts, and generous vacation. 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 Senior Associate - [Your Name] in the subject line. Cover letters should address the candidate's goals, ability to meet primary job responsibilities, and interest in the position. Applications accepted through Thursday, October 30, 2014.