



**Climate & Sustainability Summer Intern**  
**Cascadia Consulting Group, Inc.**  
**Position in Seattle (WA), Oakland (CA), or Charleston (SC)**  
[www.cascadiconsulting.com](http://www.cascadiconsulting.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.

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 offering a summer internship to one individual to support our climate, sustainability, and natural resources analysis and planning work. Key aspects of the work will include researching policies and best practices, analyzing greenhouse gas emissions and climate change impacts, facilitating workshops and meetings, conducting interviews, preparing literature reviews, and distilling and translating complex information into clear, compelling materials for diverse audiences. The distribution of work among these key aspects will vary based on project load and applicant skillset. We are seeking applicants with excellent written and oral communication skills and strong quantitative and creative problem-solving capabilities as well as an interest in public and stakeholder engagement. Examples of work include the following:

- Support analytical tasks, such as greenhouse gas inventories, climate vulnerability assessments, and sustainability metrics tracking and analysis efforts.
- Conduct desktop research and interviews, analyze information and data, and synthesize findings into clearly written informative summaries, fact sheets, presentations, and reports.
- Research and track trends, issues, and policies related to climate change mitigation and adaptation, renewable energy, water resource management, habitat conservation, and other sustainability and conservation topics.
- Generate external-facing materials on climate change and sustainability topics for stakeholder meetings, public events, and websites and online dashboards.
- Support facilitation of multi-stakeholder meetings, workshops, task forces, and committees dedicated to a range of environmental topics.
- Perform other duties as required.

## 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.”
- A commitment to racial equity and the ability to apply racial equity principles to project work with clients, partners, and colleagues in an innovative and culturally responsible way while exhibiting emotional intelligence (i.e., culturally responsive engagement and facilitation).
- A minimum of 3-4 years of professional experience (or a current or recently graduated master’s student) working on climate, sustainability, and/or natural resource management issues.
- Demonstrates understanding of climate change issues including major greenhouse gas emissions sources, anticipated climate impacts, and climate policy solutions.
- Effective written and verbal communication skills in English with the ability to adapt to a diversity of styles and perspectives, and the ability to communicate scientific and technical ideas clearly using simple, commonly accepted language.
- Intermediate to advanced experience producing deliverables with Microsoft Office 365 programs including Word, Excel, and PowerPoint.
- Excellent organizational and documentation skills, along with great attention to detail.
- Ability to manage multiple concurrent projects and deadlines.
- Strong interpersonal skills, including the ability to handle challenging situations with tact and sensitivity.
- Ability to work independently, with minimal guidance, as well as an ability to work effectively as part of a team.

## Work Schedule

Demand for this work can vary throughout the summer. It is anticipated that this role will offer at least 32 hours per week (80% FTE), with the potential for additional hours, and will last 10-12 weeks, starting as soon as possible. This work may require flexible hours, or it may have designated hours. It may also have short periods of intensive work. Internship positions are considered part of Cascadia’s roster of on-call employees, and as such Cascadia does not guarantee that you will receive a specific number of work hours. Our goal is to determine work schedules at least 1-2 weeks in advance of planned work, so you can plan your schedule accordingly. There is potential for this internship to transition into a regular, non-remote role at Cascadia, depending on work availability and performance.

## Compensation

This is a temporary, hourly, non-exempt position. Cascadia will compensate this role with an hourly wage of \$20+/hour, dependent on experience. Temporary staff are not immediately eligible for health benefits. The location of this internship could be based in Washington, California, or South Carolina; there is a potential for this position to be fully remote, as long as the employee resides in one of these states.

## How to Apply

Submit a compelling cover letter, complete chronological resume, and short essay. The 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. The essay should be in

answer to this question: If you could do one thing to address climate change, what would it be and why? (There is no single right answer to this question. You are welcome to research online, but it is not required.) Please limit your response to 250 words and attach it to your application email as a PDF or Word Document. Send all three documents to [jobs@cascadiaconsulting.com](mailto:jobs@cascadiaconsulting.com) and indicate "Climate & Sustainability Intern - [Your Name]" in the subject line. Please state where you learned about the position. Applications will be accepted until 11:59pm (Pacific) on May 2, 2021.

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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.*