

## Proposal Coordinator Job Description

Standard Reference	7.1.2 & 7.2	Revision	3
Applicable Sites	All sites	Document Owner	President

KC Engineering and Land Surveying, P.C., a multi-discipline consulting engineering firm, is seeking a candidate for a **Proposal Coordinator** in our **Newburgh office**. This is a full time position.

**The potential candidate must meet the following minimum requirements:**

**Experience/Qualifications:**

- BS in Marketing/Communications/Advertising/Public Relations/English or similar field.
- Ability to work in Newburgh, NY office from 8am to 5pm.
- Experience with the Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Experience with Microsoft Office (Word, PowerPoint, and Excel).
- Must be extremely organized and efficient at meeting concurrent deadlines with minimal oversight.
- Must have EXCELLENT verbal and written communication skills as well as editing abilities.
- Must have a general interest in implementing new technologies and software

**Licenses/Certifications:**

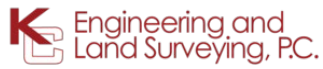
- Must have New York State Driver's License.

**The responsibilities of this position are as follows:**

The primary work location is at the KC Newburgh office. Successful candidates may be required to provide support to other KC offices on an as needed basis.

- Researching and responding to Requests for Proposals.
- Coordinating with prime/sub consultants on projects, and coordinating marketing efforts with regional offices.
- Effectively managing proposal deadlines and allowing proper time for editing, layout, and design.
- Maintaining KC branding.
- Updating company resumes and project descriptions.
- Designing marketing materials, such as brochures, business cards, and advertisements.

Revision	Description of Change(s)	Reviewed By	Approved By	Date Approved
3	Added page numbers (no updated training needed)	Colleen O'Donovan	<i>[Signature]</i>	7/2/2019



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- Managing company public relations efforts and overall brand image.
- Composing and designing quarterly e-newsletters and event announcements.
- Managing/updating the company's marketing plan and various databases.
- Assisting with social media and website design.
- Occasionally attending out-of-office promotional events such as Chamber of Commerce meetings, ribbon-cutting ceremonies, etc.
- Substitute phone coverage for Administrative Assistant.
- Assisting with special projects.
- Managing calendars, schedules, and event planning as needed.
- Requires prolonged sitting in front of a computer.

### **KC Engineering and Land Surveying, P.C. offers competitive benefits including:**

- Health, vision, dental, and LT disability insurance (company pays 85% of the base plan premium)
- ST disability insurance (company pays 100%)
- FSA Medical and Dependent Care Plan
- FSA Commuter Transit program
- 401 (k) Profit Sharing Plan with 100% match up to 4% of gross salary
- Discretionary year-end bonus
- Discretionary year-end profit-sharing up to 6% of gross salary
- Paid vacation (15 days annually – accrued based on start date)
- Flex time (5 days annually – accrued quarterly)
- 8 company-paid Holidays
- KC is an E-Verify company
- KC is an Equal Opportunity Employer

*Please note this job description is not designed to cover all duties required for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Additional information about KC may be found at: [www.kcepc.com](http://www.kcepc.com)

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