

# PROPOSAL COORDINATOR



**Prairie Engineers, P.C. is seeking a Proposal Coordinator to join their team!**

Are you an organized and collaborative person, eager to share your skills to help an energetic and fun company grow to the next level? Are you highly creative and an excellent writer, but also process-driven and able to collect and interpret data to make decisions? Are you eager for a job where you can take charge of a project, analyze and fix problems, and use your attention to detail to deliver a quality product? If you are answering yes to these questions, then Prairie Engineers is looking for you! We are a growing company, looking to add a Proposal Coordinator to our team to prepare and coordinate marketing materials, project proposals, and to support strategic business development efforts. We offer a flexible work environment, work from home opportunities, and career growth plans to meet your individual needs while providing a competitive salary and benefits. We will accommodate this position as a full-time or part-time schedule in any of our offices.

## **Essential job functions include:**

**Prepare and coordinate** proposals in response to various market requests, including coordination with prime and subconsultant firms, soliciting agencies, and internal staff

**Develop** project histories and resume descriptions for ongoing and completed projects

**Manage** social media pages and coordinate and develop frequent posts

**Planning and support** for company events and trade shows

**Prepare and maintain** contact lists and mailing lists within the CRM Database

**Focus on** client satisfaction and project delivery with attention to detail and deadlines

## **Minimum Qualifications:**

**Education:** Bachelor's degree in marketing, journalism, business, public relations, or related field

**Experience:** 2+ years' relevant experience

**Software:** Proficiency with Microsoft Office applications, including PowerPoint, Word, and Outlook

**Communication Skills:** Excellent verbal and written communication skills

**Responsive:** Communicates openly, proactively, and promptly

**Teamwork:** Ability to work both independently and as part of a team

**Responsible:** Take ownership of tasks with dependable performance

**Ideals:** Professional, positive attitude with a strong work ethic

**Can Do Attitude:** Positively engages with challenges and facilitates problem solving

**Data Driven:** Ability to organize and analyze large amounts of data

## **Preferred Qualifications:**

**Software:** Proficiency in Adobe InDesign

**More Experience:** Knowledge of architecture/engineering/construction

We are an equal opportunity employer that recognizes the value of diversity. All qualified individuals will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other legally protected status.

Preference will be given to applicants who reside in a HUBZone as defined by the US Small Business Administration. For a map of certified HUBZone areas, please refer to the following website: <https://maps.certify.sba.gov/hubzone/map/>

Potential candidates for this position should **fill out an application** at [www.prairieengineers.com](http://www.prairieengineers.com) and contact Prairie Engineers via e-mail at [jobs@prairieengineers.com](mailto:jobs@prairieengineers.com).

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Prairie Engineers is a full-service engineering, geospatial, and environmental science consulting firm delivering sustainable infrastructure solutions to improve our natural and developed environment. We are a woman-owned firm with offices in Columbia, Hillsboro, Washington, Champaign, and Springfield, Illinois; Keokuk, Iowa; Hazelwood and Hannibal Missouri, and Vicksburg, Mississippi.

## Some Benefits of Working at Prairie

**Schedule flexibility.** We may accommodate non-routine schedules, part-time professional positions, and personal leaves of absence if needed. Need to match your kid's school schedule, reduce hours during the summer or holidays, or work evenings instead of mornings? Let's make a plan!

**Location flexibility.** We may accommodate work from home, work from the office, or a hybrid solution.

**Ample time-off.** We are looking for candidate who will give it their all when they are at work, and we recognize the need to "recharge your batteries" so you can continue to give top-notch service to our clients. We give 160 hours of PTO to staff with under 10 years of experience and 200 hours of PTO to those over. In addition, we'll give you an extra 8 hours for every 5 years with our company.

**Paid premium overtime.** The first 80 hours of overtime goes into a comp time bank which you can use as additional paid time off. If you work more overtime than that, we pay 1.5x your hourly pay rate. Not just for entry-level positions, but for most professional positions.

**Generous benefits.** A fully paid health insurance premium combined with an HRA for your annual deductible pays 100% of your routine and minor healthcare costs. Plus, life, AD&D, short term and long term disability – with all insurance effective on day 1 of your employment. A 401k that doesn't require a match – you'll get 3% AND the freedom to invest your money how you want.

**A bonus that rewards your efforts.** We want people who will work hard with a "can-do" attitude and give our clients top notch service, and we expect to reward you for that effort! We distribute approximately half (yes, half!) of our post-tax profits in our bonus program. 30% of that is pro-rated based on salaries for everyone who has been with us for over 12 months. We are a team and it takes all of us working together to succeed. 70% of the bonus program is solely performance-based and rewards those that go above and beyond. We recognize individual contributions for each year.

### Prairie Values

**People Focused.** We prioritize relationships, foster team growth, and promote a culture of inclusion and development.

**Can Do Attitude.** We positively engage with challenges to form flexible and innovative solutions.

**Responsive.** We communicate openly, proactively, and promptly.

Prairie Engineers is the Small Firm Winner of the "Best Places for Engineers to Work" by the Illinois Society of Professional Engineers for 2021 and the 2022 winner of the "Best Places to Work" for the Springfield Business Journal! See what our employees have to say: <https://lnkd.in/dPwzv7r>

For additional information regarding our company and benefits offered to our employees, please visit our website at [www.prairieengineers.com](http://www.prairieengineers.com).