



PROPOSAL COORDINATOR (Full or Part Time)

If you are an excellent communicator, someone who takes pride in your work, is committed to providing exceptional work products, and is a team player with a friendly and positive attitude, we would like you to join our team.

We are seeking a **Proposal Coordinator** for our Folsom HQ office. Under the guidance of the Senior Marketing Manager, your primary function will be to support, develop or coordinate the preparation of proposals for RFPs/RFQs, interview/board/council presentations, and marketing collateral (printed and digital) for the transportation market.

At Dokken Engineering, we deliver innovative engineering and environmental solutions for local, state, and federally funded public works projects. Our core focus is infrastructure: *roadways, bridges, highways and interchanges, bicycle and pedestrian paths, dams, and other public works facilities.*

Duties & Responsibilities:

- **Proposals and Qualifications (RFPs/RFQs)**
 - Coordinate and prepare responsive, high-quality proposals and/or qualification packages
 - Schedule, facilitate and participate in proposal kick-off meetings
 - Communicate and work with project managers and professional staff to develop technical proposal sections including, understanding & approach, scopes of work, schedule, and fee.
 - Coordinate with subconsultants to gather needed information in response to RFPs/RFQs.
 - Manage proposal schedules and meet internal (Dokken) and external (client) deadlines.
 - Review, proofread and edit complete proposals for grammar, design and layout.
 - Produce proposals in-house (print, assemble and bind) for client submittal.

- **Presentations and Marketing Collateral**
 - Lead or assist with interview preparation, including presentations, exhibit boards, handouts, leave-behinds, etc.
 - Prepare award submittals in response to call for nominations
 - Design and prepare brochures, flyers and other communications
 - Lead or assist with developing and posting relevant and current social media content.

- **Marketing Library**
 - Develop and maintain a library of marketing files including but not limited to staff resumes, project descriptions, project photos, technical narratives, and other pertinent proposal information.
 - Continually update marketing database for information used in proposals and other marketing materials.
 - Maintain up-to-date boilerplates and other resources & tools.

NOTE: Job duties and responsibilities are subject to change and may include other tasks, as assigned.

Preferred Traits/Abilities:

- Bachelor's degree in Marketing, Communications, Journalism, Business Administration, or related field.
- 0 to 5 years of experience acting in a similar role or equivalent combination of technical training and related experience.
- Strong aptitude in Microsoft Office, Adobe Creative Cloud and Outlook is essential.
- Advanced graphics talent using Adobe Suite (Photoshop and Illustrator) is a plus.
- Ability to prioritize multiple tasks amid changing needs and demands and maintaining a consistent attention to detail.
- Excellent communication skills and friendly demeanor.
- A self-starter, with ability to work with minimal direction and supervision.

FLSA Status: Non-Exempt

Pay Rate: Ranging from \$25.00 to \$35.00 per hour, depending on experience; overtime for non-exempt classification, as needed and authorized.

Benefits:

- Comprehensive health plan including medical, dental and vision – your share of the premium starting as low as \$37 per month
- 10 paid holidays
- 15 personal time off (PTO) days per year
- Retirement benefits including 401(k) Profit Sharing Plan with generous, industry-leading employer match of 9% and participation in Employee Stock Ownership Plan
- Employer-paid life Insurance and long-term disability insurance

Introductory/Probationary Period: At-will employment; 90-day probationary period

Location: Folsom HQ Office; In-Person

Physical Requirements:

- Will sit, stand, or walk short distances for the entire duration of a workday.
- May stoop, kneel, or bend, on an occasional basis.
- Will climb stairs, step ladders, etc., occasionally.
- Will lift, push, or pull objects/equipment up to 40 lbs.
- Will be required to use hands to grasp, lift, handle, carry or feel objects on a frequent basis.
- May reach above shoulder heights and below the waist on a regular basis.
- Will use telephone, computer system, email, or other electronic devices on a regular basis to communicate with internal staff and external clients, vendors, or the public.
- Close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Date Posted: 10/01/2024

Equal Opportunity Employer Statement:

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, or disability. Such action shall include employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation.