
Posting Date June 25, 2010

Job Title Proposal/Marketing Coordinator

Job Description

In this position you will primarily provide proposal, editing, marketing, and general support as part of the firm-wide project team. In addition, you will also serve as the local office administrator. Your schedule will be dynamic, comprising a wide variety of tasks and responsibilities—including, but not limited to:

1. Proposal Coordinator Role

- a. Coordinate, facilitate and prepare proposals, statements of qualifications, and other pre-project deliverables.
 - i. Creation/writing of original content and basic graphics will be required.
 - ii. Edit/format content for internal consistency, effective and clear communication, and presentation impact.
 - iii. Prepare proposal templates and final documents using either In Design or Word.
 - iv. Materials need to be prepared to the highest level of detail and be ready to be submitted to clients.
- b. Attend pre-proposal and proposal kick-off meetings.
- c. Organize and maintain staff resumes & project descriptions
- d. Travel to other offices as needed, to provide the services listed above.

2. Marketing Coordinator Role

- a. Identify and track project leads
- b. Attend marketing coordination meetings and assist in other business development opportunities.
- c. Assist with creation/reformatting of company templates for deliverables.
- d. Create and generate original marketing materials/handouts.

3. The position will also serve as the Local Office Administrator

- a. Serve as the front face and voice of the Tucson office including greeting visitors and answering the phone.

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- b. Assemble reports and documents for transmission. Includes assembling paper (hard) documents as well as electronic (.pdf) submittals.
- c. Edit final reports and other client deliverables
- d. Compose correspondence, memos, transmittals, and e-mails.
- e. Coordinate and provide support for internal and external meetings, conferences, and events.
- f. Maintain professional registration database
- g. Assist with project administration such as progress reports and invoices on an as-needed basis.
- h. Provide general office support tasks such as mailing & shipping, rolodex update, travel assistance and office supply orders.
- i. Actively participate in firm-wide administrative team.

Salary Range \$40,000 to \$60,000

Firm Name Kittelson & Associates, Inc.

Description of Firm

Kittelson & Associates, Inc. (KAI), an international consulting firm specializing in transportation engineering and planning, is currently seeking to fill a multi-disciplined position to be based in our Tucson office.

The firm is defined by its core values, diverse culture, market and professional leadership, and service to the community.

Minimum Requirements

- Minimum 3 to 5 years similar and relevant experience
- Bachelors degree in a field commensurate with the position
- Strong written and verbal communication skills, specifically document editing and proofreading.
- Advanced Microsoft Office (Word, Excel, PowerPoint) skills
- Experience with Adobe InDesign, Adobe Illustrator, or Corel Draw a plus.
- Strong organizational and time-management skills a must



Job Listing

Additional information

Contact information To apply, email your resume and a cover letter detailing your qualifications to HR@kittelson.com. To learn more about Kittelson & Associates, Inc. go to www.kittelson.com.

Equal Opportunity Employer