**JONES EDMUNDS & ASSOCIATES, INC.**

**JOB DESCRIPTION**

**JOB SUMMARY:** The Communications Coordinator, also known as the Proposal Coordinator, under the supervision of the Department Manager and using established procedures, prepares information and materials for client, potential client, and public submittals, presentations, and proposals. This includes writing and rewriting persuasive copy in a technical setting. This position will comply with our corporate standards to present a consistent appearance and style for all external marketing communications including project descriptions, qualification packages, presentation graphics, proposals, résumés, and brochures. The Proposal Coordinator actively supports proposal efforts and conducts web-based market research in support of business development. The Proposal Coordinator may assist with public relations including press releases, Company announcements, website updates, and award applications.

**ESSENTIAL JOB FUNCTIONS:**

* Lead the development and production of successful marketing efforts, including complex proposal submissions, presentations, pre-qualification packages, and other marketing materials to meet client requirements and best represent Jones Edmunds brand.
* Write and rewrite persuasive copy in a technical setting.
* Develop schedules for assignments, prioritizes, and multitasks to meet strict deadlines.
* Write, edit, and format document drafts.
* Lead proposal efforts and collaborate with staff throughout the Company to organize, and compile marketing information, including project descriptions, résumés, and photos, for use in marketing efforts.
* Create visually appealing and effective proposals and presentations using MS Word, MS PowerPoint, and Adobe Photoshop, Illustrator, and InDesign.
* Input and maintain marketing information in the Deltek Vision database updates in Deltek Vision database software.
* Lead the development of successful proposals, brochures, advertisements, invitations, presentations, and other marketing-promotional-related materials in conformance with Corporate Branding Standards.
* Attend conferences and pre-proposal meetings as needed.
* Facilitate communication with vendors and subconsultants.
* Assist with maintaining current vendor registrations and pre-qualifications.
* Conduct routine market research for solicitations, requests for proposals, and advertisements for potential and existing client projects and contracts.

Please note: As a federal contractor, a COVID-19 vaccine is required to work at/on our job sites subject to legally required accommodations

**EDUCATION AND EXPERIENCE:**

Education:BA/BS English, Marketing, Public Relations, or related field

Registration: None

Certification: None

Experience: 3 years of marketing, advertising, or related writing experience preferred

Other: Valid Driver’s License with acceptable MVR