

Position: Proposal Coordinator

We seek a highly organized and proactive Proposal Coordinator to support our Proposal Leads across multiple sectors, including Architecture, Engineering, Construction, Healthcare, Social Services, and Technology. The Proposal Coordinator is critical in ensuring the smooth execution of proposal development activities, assisting in content creation, managing content libraries, and supporting the proposal management process.

This is a full-time position, and the successful candidate must be located and legally allowed to work in Canada, with hours worked aligned to regular Canadian business hours.

About Us

Over the past twelve years, the team at The Proposal Lab has helped 250+ organizations of all sizes secure exciting new projects through professionally written proposals. We offer our clients a wide range of proposal-related services, including:

- Authoring formal proposals (responding to RFPs and RFQs)
- Developing proposal content libraries (copy and graphic design)
- Managing the procurement process, including the creation of RFx documents
- Designing and writing unsolicited business proposals

The Proposal Lab provides expert proposal writing services to clients across various industries, including Architecture, Engineering, Construction, Healthcare, Social Services, Technology, Human Resources/Executive Recruitment, Financial Services, and Security Services.

The Proposal Lab is for you if you enjoy proposals, working on various proposal-related projects, and interfacing with business leaders (i.e., our clients) across professional services industries within Canada and the USA.

About the Role

As a **Proposal Coordinator**, you will assist Proposal Leads throughout the proposal process, ensuring timelines are met, and content is prepared according to the project plan. You will actively manage proposal content, curate content libraries, and support the overall proposal production process to ensure high-quality submissions.

Key Responsibilities

- **Content Writing and Editing:** Assist in developing proposals by reviewing existing content, identifying gaps, and contributing to the refinement and editing process. Ensure all content is clear, concise, and free of errors.
- **Project Coordination:** Support the coordination of multiple proposal projects, ensuring deadlines are met, and communication with internal team members remains clear and consistent.

- **Technology Utilization:** Leverage AI, generative language models, and other advanced tools to streamline the proposal writing process and enhance efficiency.
- **Curate and Manage Proposal Content Libraries:** Manage and maintain clients' proposal content libraries, ensuring they are well-organized, up-to-date, and easy to access for future submissions.
- **Compliance and Quality Control:** Perform quality control checks, ensuring proposals adhere to RFP requirements, meet internal standards, and are error-free.
- **Collaboration:** Work closely with Proposal Leads, writers, and designers to ensure the timely delivery of a polished final product.
- **Document Review:** Analyze and review RFX documents, including addenda, ensuring relevant updates are incorporated into proposals.

About You

To be successful in this role, you must possess:

- 5+ years of experience in proposal coordination, content writing, or a related field
- Exceptional organizational and project management skills with an eye for detail
- Strong written and spoken English communication skills
- Proficiency in Microsoft Office (Word, Excel) and familiarity with document management platforms (MS Teams, OneDrive)
- Experience using technology tools like AI-driven writing software to enhance efficiency and content quality
- Ability to work under tight deadlines and manage multiple projects simultaneously
- Ability to work independently and collaboratively within a team

What We Offer

- Competitive base salary commensurate with your experience and qualifications
- Full-time employment with flexible work hours and location
- Opportunity to work in a dynamic, innovative environment at the forefront of AI-driven proposal development
- Potential for growth as we expand and redefine the future of proposal management

How to Apply

Please send the following to hello@theproposallab.com:

- **Cover Letter:** Explain how your organizational and coordination skills will support our Proposal Leads and contribute to your success in the Proposal Coordinator role.

- **Resume:** Provide a detailed account of your work experience, achievements, educational qualifications, and professional skills.