



Temporary Proposal Coordinator / Editor

Ecology and Environment, Inc. (E & E) is seeking a temporary Proposal Coordinator / Editor to support our Bids and Proposals Group at our corporate office in Lancaster, NY. This position will be responsible for proposal writing, copy editing, and document production. The successful candidate must be an effective communicator with strong time-management skills and the ability to be flexible and pro-active in taking on assignments and working in a fast-paced environment as part of a team. This position is 40 hours/week for three to six months.

A cover letter is required and must be submitted with your resume (submit as one document.)

Responsibilities:

- Read and interpret requests for proposals/qualifications (RFP/RFQs)
- Work with multidisciplinary staff to develop compliance matrices/outlines and write and edit proposals and SOQs using clear, concise and descriptive narrative
- Proofread and edit text for compliance, clarity, and grammar
- Refine boilerplate materials and write client-specific win points and text, create outlines, and help maintain proposal documents by updating resumes, project summaries and descriptions, and qualifications statements
- Coordinate document review and approval process to meet tight deadlines among proposal teams including cost accounting, graphics, technical, business development, and executive staff
- Manage data and proposal documents on document-sharing platform
- Coordinate with graphic designers to develop covers, charts, and figures and desktop publishers to ensure documents are formatted and visually appealing
- Facilitate document production for final proposals and qualifications statements using Adobe Acrobat for electronic submittals and printing, collating, and binding hard-copy submittals

Requirements:

- Bachelor's Degree in English, Journalism, Communications, or related discipline
- 5+ years of experience in a related field; proposal writing experience preferred
- Proficiency in MS Office 2010 Suite and Adobe software
- Detail-oriented, well-organized, and self-motivated
- Excellent writing, editing, proof-reading, and grammar skills
- Ability to manage multiple, concurrent projects under tight deadlines
- Exceptional organizational, verbal, and interpersonal communication skills
- Ability to work under tight deadlines and be flexible with work hours

We are a global network of innovators and problem solvers, dedicated professionals and industry leaders in scientific, engineering, and planning disciplines working together with our clients to develop technically sound, science-based solutions to the leading environmental challenges of our time. E & E offers opportunities for growth in a team-oriented environment. Candidates must be eligible to work in the U.S.; Visa sponsorship will not be provided. Please view our website at www.ene.com to apply on-line. A cover letter is required and must be submitted with your resume (submit as one document.)

Ecology and Environment, Inc. is an EO and AA employer – M/F/Vets/Disabled/and other protected categories.