



# Proposal Coordinator

Clark Construction Group  
Bethesda - MD (United States)  
Job

Edgemoor Infrastructure & Real Estate, a developer of turnkey real estate and infrastructure solutions and recent winner of the “Innovations in Diversity” award, is seeking a Proposal Coordinator to support the marketing and communications team.

Responsibilities include:

- Serving as part of proposal preparation team responsible for updating of standard material information for inclusion in marketing packages (i.e. resumes, project sheets, and experience matrices, etc.)
- Assisting in proposal production (i.e. copying, collating, binding, etc.)
- Assist with preparation for client interviews including presentations, preparation, and strategy
- Developing the capability to prepare informational and other qualifications documents, and supporting other areas of the company (as required) with marketing-related assistance
- Graphic design of materials for branding purposes

Qualifications:

- Bachelor’s degree, preferably with a concentration requiring strong writing, analytical, and communications skills (i.e. marketing, communications, English, etc.)
- Demonstrated writing and editing skills
- Strong planning and organizational skills
- Detail-orientation and conscientiousness
- Good verbal communication and interpersonal skills
- Ability to communicate with senior management, supervisors, peers, and clients
- Strong computer skills (Word and PowerPoint required, Adobe InDesign and Photoshop a significant plus)
- Strong work ethic and the ability to manage multiple projects under deadlines
- Ability to “think outside the box” and be creative
- Working as part of a full team but able to remain independently motivated

Equal Opportunity Employer:

Clark Construction Group, LLC, (subsidiaries and affiliates) is an Equal Opportunity Employer committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to sex, race, color, age, national origin, religion, physical and mental disability, genetic information, marital status, sexual orientation, gender identity/assignment, citizenship, pregnancy or maternity, protected veteran status, or any other status prohibited by applicable national, federal, state or local law. Clark Construction promotes a drug-free workplace.

**To Apply:**

[https://clark.wd5.myworkdayjobs.com/en-US/ClarkExternal/job/Bethesda-MD/Proposal-Coordinator\\_R5005453](https://clark.wd5.myworkdayjobs.com/en-US/ClarkExternal/job/Bethesda-MD/Proposal-Coordinator_R5005453)