
JOB POSTING
A.E.W. LP
Proposal & Marketing
Coordinator



Nlaka'pamux Nation
Tribal Council

A.E.W.LP

The Organization:

A.E.W. LP was formed in 2017 by Nlaka'pamux Nation Tribal Council member communities to carry out “on the ground” work related to archaeology, the environment and wildlife protection. This work has been made necessary by activities of others within the Nlaka'pamux homeland including transportation, mining, forestry, oil and gas, and utilities projects. The Nlaka'pamux Nation Tribal Council is not opposed to development within our homeland, but developments and activities must be consistent with Nlaka'pamux title and rights.

Interested in viewing more information on AEW LP? Please visit our website at www.aewlp.ca or our LinkedIn <https://www.linkedin.com/company/aew-limited-partnership/>

The Role:

A.E.W. Limited Partnership (A.E.W. LP) is seeking a part-time one-year fixed term, with a prospect of moving to full time on-going, Proposal & Marketing Coordinator based in our Kamloops office in BC. This individual will have a background in environmental consulting who can support the proposal process for B2B projects, has a keen eye for formatting details, and has general technical knowledge related to mining, forestry, wildlife, etc. Additionally, the person will support the advertisement of the A.E.W. LP brand using marketing strategies to elevate our company. This position will embody our mission of providing exceptional consulting services that are guided by the Nlaka'pamux principle of “*take care of the land, and the land will take care of you.*” The Proposal & Marketing Coordinator will:

Proposals and Pursuit Documentation

- Help produce, coordinate, and submit pursuits, including request for proposals (RFP), letters of interest, statements of qualifications (SOQ), and client presentations.
- Participate in pursuit review and/or strategy sessions to analyze a potential client regarding target market, project size, probability of selection, and timing in order to recommend a go/no go decision
- Write and edit/markup outlines, content, and figures in response to client ask and compliance requirements.
- Assist in maintaining scheduling, writing assignments, and tracking systems for pursuits.
- Manage responses on bid portals, including monitoring for addendum, and complete on-time delivery of digital uploads to the portal or delivery of printed submissions.

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- Maintain boilerplate and template documentation, including proposals, cover letters, project descriptions, etc.

Events and Conferences

- Assist in special corporate events planning (e.g. practice group conferences, receptions, open houses, etc.)
- Support, track, and distribute events planning information to relevant team members and research event attendees, including maintaining a calendar.
- Co-create and batch social media announcements and marketed campaigns for internal and external events and conferences for posting.

Internal Document Library and Development

- Maintain and manage content libraries, with the support of team members as needed, including prior proposals, project descriptions, articles, and imagery/figures.
- Support and manage MS Team/SharePoint folders, clients research, and mailing lists.

Marketing

- Assist with content for online presence, including social media, website, and emails.
- Review, cull, and maintain select sources of industry-related market information.
- Gather market data related to clients; competitors; past, current, and prospective markets; and relevant corporate experience.
- Contribute to internal strategic plans, data gathering, reports, and meetings
- Participate professional development for marketing functions

Requirements:

- A bachelor's degree in environmental sciences, Business, or related post-secondary degree and 3 years of related experience.
- Experience in environmental services, mining, forestry or wildlife.
- Experience with the production of technical proposals and reports.
- Working knowledge of production techniques to support proposal, presentation, or other sales and marketing activities.
- Formatting, writing, editing, and proofreading skills with strong attention to detail.
- Advanced computer literacy using MS applications and Desktop Publishing Software (Adobe Suite, including Acrobat, InDesign, Office Professional, Outlook, Canva, Metricool).
- Valid driver's licence

What makes you exceptional:

- Desire to provide excellent client service and commitment to continuous technical improvement
- Ability to work independently while encouraging collaborative teams working in a strong entrepreneurial environment

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- Strong organizational skills and the ability to manage and prioritize several assignments at one time and deliver high quality products on time and within budget

What makes AEW LP special?

- We are an exceptionally flexible company with a strong work-life balance with work from home opportunities.
- We are employee centered – meaning we value everyone’s perspectives. We take time to foster your personal development and growth.
- AEW is an inclusive company where we share our knowledge and support each other.
- We offer a competitive compensation package with a wage range of \$28 - \$36 per hour.

Submit your cover letter and resume to:
Email: garchie@nntc.ca
In-person: #200-124 Seymour Street, Kamloops, BC.
The deadline for applications is open until filled.



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We thank all applicants in advance. Please self-identify, as preference will be given to Nlaka'pamux

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