

Position: Special Projects Coordinator (Proposal Writer)

Location: Los Angeles, Open to teleworking

Summary: This is a temporary position, expected to take place over the next 2 months. The Coordinator may telework, and regularly attend conference calls/check-ins, working up to 30 hours/week. Under the supervision of the Special Projects Team Lead, this position is responsible for completing all phases of the organization's proposal process in response to a Request for Proposal (RFP). The Coordinator must interpret what the RFP documents require and compile a persuasive and compelling proposal response that meets the specifications of the RFP and addresses all questions, topics, and guidelines. The ability to meet deadlines and detailed follow-up will be the keys to success for this position.

Duties and Responsibilities:

1. Prepare a complex proposal outline
2. Produce and edit a high-quality, comprehensive, eligible proposal, according to established guidelines
3. Proofread proposal to ensure accuracy, quality writing and clear focus
4. Ensure the proposal meets evaluation criteria
5. Assemble and produce all required documents
6. Perform a variety of administrative skills as related to the proposal
7. Commit to ongoing communication with Team Lead through milestones

Minimum Job Requirements:

- Superior writing, editing, and proofreading skills with the ability to grasp and communicate technical concepts, in English
- Intermediate computer skills for proofreading and formatting using Microsoft Office and Adobe
- Demonstrated ability to understand complex concepts
- Demonstrated ability to deliver results
- Avid note-taker and direction follower

Knowledge, Skills, and Abilities Required:

- Demonstrated success in collecting and analyzing technical information accurately and persuasively
- Ability to work under pressure, handling last minute requests and multi-task
- Ability to work effectively as part of a team
- Ability to work in a complex problem-solving/critical thinking capacity

- Communicate professionally and clearly with colleagues via telephone, e-mail, etc.
- Excellent time management and prioritization skills in short timelines
- Fine-tuned organizational skills, detail- and task-orientation
- Demonstrated ability to work independently with strong self-motivation
- Must exercise sound judgment on a regular basis with minimal oversight, while following established procedures

Education Specifications:

- Bachelor's, required
- JD degree, preferred
- Law/JD student with writing sample
- Recent law graduate

Desired Skills and Experience:

- 3+ years of experience in formal report writing and editing
- Demonstrated success in proposal, persuasive, or grant writing in a highly competitive environment, preferred
- Experience working through a proposal process and in-depth research
- Ability to take ownership of a process and quality of product

If you do not meet the minimum required qualifications or possess the knowledge, skills and abilities above, please do not apply. All interested candidates should submit a cover letter and resume highlighting relevant experience. Applications without the requested documentation will not be considered.