

Job Description

Job Title: Proposal and Document Co-Op

Department: Marketing

Reports to: Director, Marketing and Communications Effective: 9/2/2021

Job Summary:

Member of the Marketing team including the creation, organization, development and production of proposals and other formally requested customer and/or market-initiated information/material to professionally position Landrum & Brown (L&B) within the Aviation industry.

Duties/Responsibilities:

- Supports the Proposal team, including professional staff and Executive Management Team
- Work products include RFP/RFQ responses, presentation and interview materials, resumes, project profiles, and technical reports
- Produces, packages, and sets delivery for work products including printing, binding, and shipping
- Communicates effectively with all levels of staff within the company
- Provides editing for proposals and documents (both written and graphic-related)
- Performs written content for social media and website development
- Performs other related duties as assigned

Required Skills/Abilities:

- Excellent Microsoft Word skills
- Excellent verbal and written communication skills
- Excellent attention to detail, grammar, spelling and proof-reading skills
- Strong layout skills and creative services and strong customer focus
- Knowledge of InDesign and Illustrator helpful
- Ability to work both independently and in a team environment
- Ability to function well in a high-paced and deadline driven environment
- Ability to prioritize tasks

Education and Experience:

- Journalism or English Degree or Mass Communications ; Senior in Journalism
- Experience preparing marketing materials
- Experience in editing and creating proposals is helpful
- Experience in reading and analyzing RFPs and RFQs is helpful
- Knowledge in Digital Media framework and how to build content



Travel Expectations

Minimal travel required.

Our goal at L&B is to provide and maintain a work environment that fosters mutual respect, professionalism and cooperation. L&B is an equal opportunity employer that does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, citizenship status, age, gender, marital status or any other characteristic protected by applicable federal, state or local law.

Nothing contained in this job description is intended to nor does it create a contract of employment for any specific duration. I understand and agree that my employment can be terminated with or without cause and with or without notice at any time at the option of either me or the company.

Employee's Name (Please print)

Date

Employee's Signature