

Marketing and Proposal Coordinator

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Job Description

Bowen Collins & Associates is a civil and environmental engineering firm specializing in water and wastewater consulting services for clients in the Intermountain West. As a Marketing and Proposal Coordinator, you will support the development of proposals, statements of qualifications, presentations, and marketing materials that help our firm win work and showcase our expertise. This position combines technical writing, proposal coordination, graphic design, and content management in support of our engineering and environmental professionals.

Reports To: Marketing and Proposal Specialist

Skills and Qualifications:

- 1-5 years of marketing, communications, graphic design, or proposal coordination experience preferred. AEC industry experience is preferred but not required
- Ability to visualize and create layouts, graphics, and illustrations for marketing materials and reports
- Strong writing and editing skills (including grammar and punctuation)
- Exhibit persistence and follow-through on commitments and deadlines
- Experience with social media management
- Proficient with Microsoft Office products
- Experience with graphic design tools required. InDesign, Photoshop, and Illustrator experience preferred

Benefits Offered:

- Assist with the preparation, production, and delivery of proposals, statements of qualifications, interview materials, and presentations.
- Responsible for maintaining and organizing marketing resource materials – brochures, data, photographs, files, and client information.
- Create graphics for engineering reports, presentations, and displays.
- Complete government forms, client questionnaires, and qualifying statements as required.
- Maintain and revise government format SF330 for proposals.
- Maintain and update project descriptions, resumes, staff bios, and qualification statements for use in proposals and marketing materials.
- Work proficiently in Deltek VantagePoint CRM.
- Excellent organizational and time management skills.
- Maintain project descriptions, resumes, and qualification statements.
- Support CRM data management in Deltek VantagePoint.
- Assist with website updates and social media content.
- Coordinate photography, project imagery, and marketing assets.
- Support interview preparation and presentation development.

What Success Looks Like:

- **90 days:** Independently supports proposal and marketing efforts with minimal supervision
- **6 months:** Is a trusted resource for proposal coordination, content management, and marketing support
- **1 year:** Plays a key role in maintaining marketing systems, proposal quality, and firmwide marketing resources

Benefits Offered:

- Paid time off and Holiday pay
- Flex holiday and flex time
- Paid parental leave
- Health and Dental insurance
- EAP program



- HSA/FSA
- Life insurance and disability insurance
- Generous 401k retirement plan
- Supportive company culture
- Opportunities for growth

Education: Associate's or Bachelor's degree (or currently pursuing a degree) in Marketing, Communications, Graphic Design, Journalism, English, or a related field.

Employment Type: 30-hours to Full-time

Job Location: Draper, UT