



We are looking for Proposal Coordinator.

Shape the world with us.

We're looking for people who want to contribute their ideas and their passion to shape the built environment of our communities – collaboratively, creatively, and sustainably.

If you want to join us on this journey, read on and apply!

Yes, we need people with outstanding design skills (read about this below), but *more importantly we are looking for people who want to be part of a team, like to learn, get energized by solving a problem, and are looking to make a difference in people's lives.* We believe that buildings and interior spaces can do this.

What you'll get:

At S2, you'll be part of an amazing team of diverse individuals across three studios – Calgary, Edmonton and Vancouver. We provide full service architectural, interior design, and master planning with a collaborative and inclusive approach to create spaces for people that support wellbeing, cultivate community, uphold sustainable design, and provide purposeful spaces for working, living, and playing.

Our work spans a broad range of building and project types, and the foundation of our success is deeply rooted in the value we place on our relationships – with our clients, our consultants, our employees, and our teammates.

If this sounds appealing to you – and you like to have a bit of fun as well – then we look forward to receiving your application.

Work/Life Benefits

- Competitive health and dental insurance plan
- Employee life and dependent life insurance
- Long-term disability
- Flexible work hours / Work from home options
- Continuing education / professional development
- Social activities
- S2 days for extra time to spend with family
- Profit sharing program

Our Values

Smarter together.

Our collaborative approach is driven by more than a desire for coordination and efficiency. The way we approach projects comes from a belief that shared ideas, collective knowledge, and combined experience benefits the project goals and vision.

Stay grounded.

We believe that success can only be achieved when thoughtfully grounded in the wellbeing of the people we work with, the environment, and our communities.



Nurture our world.

Sustainability comes from the relationship we have with the world around us. How we live, what we choose to create, and the resources we utilize are guided by a sense of stewardship that nurtures a balance between us and the natural world.

Imagine more.

We create a team environment where everyone can freely express new ideas, innovative concepts are nurtured, and creativity flows.

We walk together.

Diversity and inclusivity have a tangible value that gives us insight and perspective for stronger and more creative solutions.

Relationships matter.

The foundation for wellbeing and success is building relationships that are enduring, have strength, and are meaningful.

"The favourite part of my job is working with others to create or solve something complex."

~ S2 employee in a June 2021 employee survey

Proposal Coordinator

We are seeking a bright, energetic, and experienced professional to join our marketing team as Proposal Coordinator. The successful candidate will play a key role in S2's responses to Requests for Proposals (RFPs), including assembling and creating tailored content and graphics, coordinating consultants and other team members, and ensuring excellence in the quality, impact, and delivery of proposals. The successful candidate will also be responsible for assisting with marketing brochures, presentations, and other marketing collateral as required.

QUALIFICATIONS

- 2+ years in a similar role
- Ability to work within a deadline driven environment
- Previous work experience within an architectural, interior design and/or engineering environment is a definite asset

ROLES & RESPONSIBILITIES

- Manage assigned proposal responses following S2's proposal development process
- Develop, design and write proposals in compliance with client requirements as well as internal branding guidelines
- Write proposal content and provide content editing support
- Provide quality assurance oversight to ensure proposal quality, accuracy, compliance, and completeness
- Manage proposal production, packaging, and delivery to ensure on-time completion/delivery
- Update marketing brochures and other marketing collateral as required

TECHNICAL CORE COMPETENCIES

- Advanced experience in InDesign and Photoshop
- Highly proficient in the use of MS Office, in particular Word and PowerPoint
- Advanced writing and verbal communication skills



EMPLOYEE CORE COMPETENCIES

- Ability to multitask
- Ability to work with others, in person and virtually
- Organization skills
- Team player
- Problem solver
- Possess excellent interpersonal and communication skills
- Demonstrate flexibility and resourcefulness in fulfilling duties and responsibilities
- High level of ethics, professionalism, and commitment to quality.

[Apply for this position.](#)

S2 Architecture is an equal opportunity employer that is committed to the principle and practices of employment equity. We invite all qualified individuals, including persons with disabilities, visible minorities, and Aboriginal Peoples to apply for our career opportunities.