



Urban Strategies is growing! We are currently seeking a motivated individual to play a new, key role in our busy and dynamic business development team. The Proposal Coordinator will assist the Marketing and Communications Director to coordinate development of exceptional proposal submissions that help us stand out and enable us to do the award-winning city building work we are known for.

Urban Strategies is a Toronto-based Urban Design and Planning consultancy with approximately 60 staff from diverse professional backgrounds including architecture, economics, landscape architecture, planning, public administration and the visual arts. This diversity allows us to meaningfully integrate planning and design to evolve and transform communities. Our work occurs at many scales and in diverse places, and includes the preparation of community and institutional master plans, downtown revitalization strategies, waterfront renewal, development planning and policy plans. We have clients across North America, in the UK, the Caribbean and Asia. We are located on the top floor of a sunlit, post-and-beam former knitting factory at Queen W. and Spadina Ave, in Downtown Toronto. We have a strong reputation for great work, great people, and great coffee (technically next door at Dark Horse).

As a key member of the business development team, the Proposal Coordinator will assist in producing high quality, accurate and visually clear proposals in a timely manner. The position involves the hands-on daily coordination and production of proposals – tracking, managing internal and external team inputs, writing tailored qualifications, CVs, and references, undertaking production management and review.

Qualifications:

- Exceptional project management, writing, research and editing skills;
- Resourceful, organized, detail-oriented;
- Excellent time management skills, deadline-driven;
- Software skills:
 - Adobe Creative Suite - required intermediate skills in Indesign, Photoshop, Illustrator;
 - Microsoft Office - required intermediate skills in Word, Powerpoint, Excel, Outlook;
 - Wordpress or other basic web content production;
 - Popular social media applications;
- Excellent oral and written communications skills in English;
- Fluency in French would be an asset;
- A fun, professional, collaborative attitude;
- An interest in urban issues;
- Candidates should have completed a college certificate/diploma or a university degree in Business, English, Communications, Public Relations, or a related discipline; and 2-4 years of experience in a similar role in a related business environment.

At Urban Strategies, we believe that success happens where new ideas can flourish. As an equal opportunity employer, we know that an environment that fosters diversity and inclusion can access the untapped potential that lies in our workforce and stimulate innovation.

To apply, please send a cover letter, resume, and samples of writing and document layout to admin@urbanstrategies.com. Please do not contact individuals by phone or email.