

Proposals Coordinator / Technical Editor

Join Yorke Engineering, LLC, an Environmental Consulting leader in California that implements Environmental Engineering and Compliance solutions for our clients throughout California. Our mission is to solve environmental compliance problems for industrial and governmental/infrastructure facilities. We are a growing and dynamic organization of highly respected professionals. Yorke Engineering, LLC has assisted over 1,800 client organizations with their Air Quality and Environmental Compliance, Engineering, and Permitting needs. Our philosophy is to efficiently help government and industrial customers with the complex array of environmental laws and regulations. From simple permits to complex agency negotiations, from small companies to the largest of California's organizations, Yorke successfully solves our clients' Air Quality and Environmental challenges. Our team has over 1,000 years of combined environmental experience and consists of engineers and scientists who specialize in Air Quality, Waste, Water, CEQA, Safety, and Industrial Hygiene.

We are looking for a sharp, reliable, and proactive professional to join our team as a **Proposals Coordinator / Technical Editor**. This is a full-time exempt position reporting to our corporate office in San Juan Capistrano, CA, during normal business hours. We offer competitive salaries, a full benefits package including Paid Time Off, Holidays, Full Medical/Dental/Vision, along with a 401k program with a generous company match.

Position Summary:

The **Proposals Coordinator / Technical Editor's** tasks require experience and comfort in writing, editing, and formatting complex technical documents. Responsibilities include editing and formatting reports, letters, briefings, and project proposals. The candidate will conduct quality control checks to ensure compliance with guidelines, specifications, formats, and deadlines. This candidate must possess the capability to think independently and create and present solutions on a daily basis while still upholding the customer service standards that Yorke Engineering prides itself upon.

The candidate's experience and qualifications we are seeking include:

- Act as an active team member in proposals and contract processing, including but not limited to:
 - Proposal drafting (from templates), editing, formatting, and reviewing;
 - Proposal coordination and tracking;
 - Proposal review and submission;
 - Contract interpretation and follow-up;
 - Federal and State business procurement and certification management;

- New template development, follow-up, and filing; and
 - Project setup administration;
- Review and edit technical reports and documents according to Yorke's standards (including for style, grammar, formatting, and consistency);
- Assist with document production and submittal;
- Provide constructive feedback in a timely manner to staff on changes and improvements within documents and document writing;
- Work closely with the Marketing Department in developing and editing marketing materials for print;
 - Internal – company resumes, presentations, templates; and
 - External – brochures, website, newsletters, and advertising;
- Work with Technical Staff in editing/updating Yorke Training Seminar and Webinar materials; and
- Perform miscellaneous editing/writing, office, and project assignments as needed.

Job Requirements

- Bachelor's or Master's degree in English, Communications, Journalism, Marketing, or other relevant major required from an accredited university with minimum GPA of 3.0; **GPA will be verified**;
- 5-12+ years of experience in technical writing or editing in a similar industry (preferred);
- Previous proposals coordination and development experience a plus;
- Proven technical writing and editing skills;
- Experience with a variety of writing styles: technical, creative, and marketing;
- Ability to multi-task, prioritize, and work independently;
- Ability to be responsible and meet deadlines consistently;
- Strong interpersonal, communication, and leadership skills;
- Strong Microsoft Word, Excel, and PowerPoint skills (**required**);
- Microsoft 365 Office and SharePoint, including Outlook (**will train**); and
- Microsoft Project Web Application – PWA (**will train**).