Quality Coordinator

INCUMBENT: TDB
REPORTS TO: Executive VP, Development and Planning
LOCATION: Remote (telework eligible)
STATUS: Full-time, Exempt
DATE: November 2021

TO APPLY

Please email a résumé, three references, and a cover letter explaining why you believe you would be a good fit for this position to HR@connectednation.org. Compensation range is approximately $50,000 - $60,000, commensurate with experience and qualifications. Connected Nation is an equal opportunity employer.

DESCRIPTION
The Quality Coordinator will work with the Executive VP, Development and Planning, to plan, write, review, and submit project requests and proposals. The incumbent will perform copy editing and proof reading for Request for Proposals (RFP) and other written documents as assigned. This position must have the highest level of accuracy, attention to detail, and checking sources of content. The Quality Coordinator will ensure that documents adhere to company guidelines and that best practices in documentation and document management are followed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Performing copy editing and proofreading for written documents of all varieties (e.g., reports, presentations, proposals, etc.)
• Examining content for logic, clarity, and consistency of message across projects
• Researching, writing, and organizing information in a professional and credible manner.
• Prioritizing responsibilities to meet deadlines.
• Maintaining consistency in writing, document, or template development by following company guidelines and policies.
• Determine proposal requirements by identifying and clarifying objectives within the RFPs.
• Gather proposal information by identifying sources of information, and coordinating with key providers and other internal contributors for additional information if needed.
• Digitally maintain and manage documents in adherence with proper retention requirements and naming conventions.
• Gather and store feedback on documents to help improve content and process.
• Perform quality control of data and documentation managed in enterprise server, applications, and platforms
• Maintain strictest confidentiality of all organizational matters.
• Responsibilities are not all inclusive, additional duties may be assigned

EDUCATION/EXPERIENCE

• Degree in Communications, Journalism, English, Paralegal studies, or similar discipline (preferred).
• Must have five years’ experience in a professional setting with related job experience.
• Previous experience in proposal writing would be a plus.

QUALIFICATIONS
• Advanced computer proficiency, internet research skills, and working in collaborative remote environment.
• Identifies and resolves problems in a timely manner, gathers, and analyzes information skillfully and maintains confidentiality.
• High-level copy editing and proof reading skills.
• Advanced-level competency with MS Word, Excel, and PowerPoint
• Ability to leverage applications, databases, virtual private networks, etc. to work efficiently across virtual platforms and teams
• Ability to exhibit solid independent judgment with minimal direction.
• Superior written and verbal communication skills; must be able to interact and communicate with individuals at all levels of the organization.
• Prioritizes and plans work activities and uses time efficiently; work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
• Ability to learn tasks independently and to apply previous experience to develop new techniques and systems.
• Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
• Professional/polished presence with experience working in a highly professional setting.
• Is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
• Ability to meet travel requirements.
• Valid state driver’s license required.

ESSENTIAL PHYSICAL REQUIREMENTS
• Ability to sit at a desk for one or more hours at a time.
• Ability to lift and carry up to 10 lbs.
• Ability to operate computer and equipment in the office.
• Must have sufficient mobility to move around the office and the community.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.
A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.