

Strategic COMMUNICATIONS COORDINATOR

EARLY TO MID-CAREER | FULL TIME



At Calibre, we are driven by the opportunity to explore, support, and serve.

Calibre is a civil, structural, and whitewater engineering firm built on connection, curiosity, and meaningful work. We believe great engineering

starts with great people, and our Strategic Communications team brings that to life through storytelling, collaboration, and creativity.

Estimated Pay

\$60 - 70K

per year dependent on experience

Explore a career with our *award-winning team!*

We're looking for a Strategic Communications Coordinator inspired by connection and creative communication.

You'll collaborate with our team to support marketing, branding, and storytelling across internal and external initiatives, including:



Proposal & Pursuit Coordination

- ✓ Craft federal & municipal proposals
- ✓ Maintain company information on federal/public sites



Marketing Content & Collateral

- ✓ Create content for marketing library, website, and social media
- ✓ Maintain resumes, brochures, project descriptions, etc.
- ✓ Assist with PR and award entries



Brand Support

- ✓ Support company-wide training, events, and initiatives
- ✓ Maintain/uphold brand standards



Data & Systems Management

- ✓ Maintain critical data in Cosential
- ✓ Assist with AI implementation
- ✓ Maintain our new WordPress website

Skills You'll Need



Communication & Collaboration



Content Writing



Adobe Creative Suite



Cosential or Similar CRM



AI-Forward Thinking



Quality-Oriented



Proposal Creation

You'll thrive with us if you:

1

Are not afraid to ask questions

2

Thrive under pressure

3

Can work independently

4

Learn, listen, and apply concepts

5

Enjoy working on varied projects

Are you ready to



Learn More About Our Benefits & Perks

At Calibre, you will experience:

- ✓ A supportive, award-winning team
- ✓ Accessible and approachable management
- ✓ Flexible schedules
- ✓ Transparent & open communication
- ✓ A robust professional development program

Scan to hear directly from our hiring managers!



Calibre