

Administrative Assistant / Marketing Coordinator

NewGen Strategies and Solutions, LLC (NewGen) is a boutique Energy, Economic, Financial, and Environmental Consulting firm specializing in providing professional services to public and private sector utilities. The firm provides a wide variety of consulting services to electric, water, wastewater, solid waste, and natural gas utilities, in addition to regional planning agencies, utility commissions, state and federal agencies, law firms, and financial institutions.

We are a small firm (under 40 employees) allowing us to be responsive to clients and offering our employees direct exposure to our industry experts and senior management within the company. We have a collegial and supportive culture, and embrace teamwork and individual contributions to our projects, all of which leads to high job satisfaction. We believe employee development through training, mentoring, and project exposure is key to delivering high quality consulting services through motivated teams.

We also value the communities we live in, and accordingly commit 1% of our revenues to charities within our communities. All employees have a say in how and to which organizations these funds are donated.

Providing consulting services is hard work, full of project deadlines and client deliverables. We pride ourselves on the work we accomplish for our clients, but we also make time for socializing, sharing life's experiences, hobbies and personal accomplishments. We value talented, enthusiastic, bold, and creative individuals who seek to make an impact in important industries within our society.

Job Purpose / Description

NewGen seeks to hire a well-qualified Administrative Assistant / Marketing Coordinator to join our Austin, Texas office. The successful candidate will serve as the primary Administrative Assistant assigned to Austin office personnel and in addition to typing, filing, and scheduling, will perform duties such as coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects.

In the capacity of Marketing Coordinator, the successful candidate will be responsible for assisting in the writing, editing, and creating of content for proposals, statements of qualifications, and other related marketing materials. In addition, the Marketing Coordinator will facilitate the creation of proposal related documentation, including project qualifications, staff resumes, scopes of work, and proposal templates. He/she will coordinate proposal efforts for current and prospective clients.

The duties of the Administrative Assistant / Marketing Coordinator position include, but are not limited to:

- Assist with project deliverables, including memos, letters, PowerPoint presentations, and reports;
- Primary production person regarding final deliverables (i.e., proposals, reports, etc.);
- Prepare Professional Service Agreements (PSA), Subconsultant Agreement, contract addendums, and other project related documentation – at the direction of the Project Manager (PM);
- General office duties including, but not limited to, answering phones, ordering supplies, filing, document preparation, office organization, etc.;
- Assist with travel arrangements;

- Write, edit, and format proposal documents;
- Search for bid opportunities to identify new business leads and report relevant findings to key Practice leads;
- Maintain and update company website (training to be provided);
- Maintain company image and brand through the use of templates and use/creation of presentation materials, graphics, supporting tools, etc.
- Coordinate conference attendance, sponsorships, and booth;
- Adhere to NewGen standards with respect to work products, ethics, and other relevant company policies; and
- Other duties as assigned.

Qualifications / Required Skills

The successful candidate will have the following qualifications:

- Professional writing and strong editing skills, as well as page design ability, are required.
- Ability to manage multiple projects and processes and handle competing priorities.
- Excellent oral and interpersonal communication skills.
- Detail-oriented and able to adhere to tight deadlines.
- Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience with Adobe InDesign is preferred.
- Ability to work collaboratively in a team environment.
- Ability to work effectively with people at all levels in an organization.

Additional Information

Location: Austin, Texas

Employee Type: Full-time, benefits eligible

Start Date: December 2018

Base Salary: Competitive hourly wage based on prior experience