



ROLE & RESPONSIBILITY

OPERATIONS & OUTREACH ASSOCIATE

Location: Fort Lauderdale, FL • **Job Type:** Full-time

Brizaga is seeking a creative and self-driven team player to join our team working at the forefront of the flood resilience industry. Founded in 2017, we are a civil and coastal engineering firm focused on improving the lives of others by creating products, processes, and tools that reduce the impact of rising seas on our environment, our economy, and our society. We were recognized by the Miami Herald as one of four startups working to save the planet, and we are continuously engaged in local, state, and national discussions surrounding engineering and environmental policy.

Overview

The Operations & Outreach Associate will be a creative and self-driven team player, supporting the outreach, administrative, marketing, and operations of a growing company. The ideal candidate should be ready to work in a key role at the forefront of a new industry solving one of society's greatest challenges – flooding and sea level rise. As a young and growing company, our day-to-day roles are diverse. We all wear many hats and are looking for someone eager to learn and grow with us.

For more senior applicants, an Operations & Outreach Coordinator may be considered.

Essential Functions & Responsibilities

Support the day-to-day operations of the company, proposal development and marketing opportunities, handle specific financial and administrative tasks, and coordinate, plan, and participate in outreach, educational, and marketing events.

- Assist with day-to-day operations of the company, including administrative and financial tasks, including invoicing and payment;
- Identify and assist with project and teaming opportunities;
- Assist in the preparation of proposals, including responding to RFQs and RFPs, proposal schedules, work plans, and content development;
- Lead the development of specific project deliverables;
- Coordinate with partners on proposal and projects;
- Provide review, input, and edits to proposals and deliverables, and ensure high-quality, finished product, completed and delivered to clients on schedule;
- Assist with the development of presentations for marketing, outreach and educational events;
- Lead internal research and development opportunities;
- Attend and participate in outreach events;
- Assist on projects as needed; and
- Assist with business development and scheduling, attend key meetings, and prepare follow-up.

Minimum Required Qualifications

- Associates or BS (preferred) from an accredited institution;
- Strong attention to detail and must be well organized and highly motivated;
- Excellent verbal, written and interpersonal skills;
- Experience in proposal planning and coordination a must;
- Ability to prioritize, work independently, and meet deadlines;
- Proficiency in Word, Excel, and PowerPoint;
- Knowledge of QuickBooks (preferred);
- Positive attitude and a strong work ethic;
- Team player with an ability to contribute to a positive work environment;
- Working knowledge of flood risk, sea level rise, and climate change; and
- Ability to work independently and as a team.

Desired Qualifications

- Working knowledge of Canva and social media platforms;
- Proficiency in InDesign and Illustrator;
- Familiarity with online meeting and webinar platforms; and
- An eye for design.

Benefits

- Highly competitive compensation;
- Generous and flexible PTO;
- Company-paid health and vision insurance;
- Dental insurance stipend;
- Company-paid basic life insurance; and
- We also offer a collaborative office with amenities including lots of snacks, coffee, and a flexible work environment; and
- A growing list of additional benefits.

To Apply - Please send your resume and a brief cover letter addressed to:

Alec Bogdanoff, Ph.D.
careers@brizaga.com
(954) 834-3533

Brizaga is an Equal Opportunity Employer committed to maintaining an inclusive workplace that is free of discrimination. We recruit and hire individuals without regard to race, color, religion, national origin, creed, sexual orientation, age, sex, disability, marital or veteran status, or any other status protected by law.