



## EMPLOYMENT OPPORTUNITY

# RESILIENCE SPECIALIST & OUTREACH COORDINATOR

**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 climate change and flood resilience industry. Founded in 2017, we are focused on improving the lives of others by creating products, processes, and tools that reduce the impact of climate change and rising seas on our environment, our economy, and our society. As recognized industry experts, we are continuously engaged in local, state, and national discussions surrounding engineering and environmental policy.

### **Overview**

The Resilience Specialist & Outreach Coordinator will be a creative and self-driven team player, supporting the projects 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. As a young and growing company, our day-to-day roles are diverse. We are looking for team members to grow with us.

### **Essential Functions & Responsibilities**

Support the day-to-day operations of the company, including project management, client interfacing, assist with proposal development and marketing opportunities, and coordinate and plan outreach and educational events.

- Provide the daily project management of resilience and outreach projects, working alongside the principals of the firm;
- Develop outreach and educational materials alongside our graphic designer;
- Plan and execute outreach events, including public meetings and webinars;
- Synthesize complex topics and distill the information for public-facing materials that are approachable;
- Assist with the development of communication collateral, such as presentations, for marketing, outreach, and educational events;
- Contribute to vulnerability assessment and adaptation planning processes;
- Provide edits as appropriate to proposals and deliverables, and ensure high-quality, finished product, completed and delivered to clients on schedule;
- Work with the team on marketing opportunities, including social media, blog posts, and website development;
- Assist in the preparation of proposal, including responding to RFQs and RFPs, proposal schedules, work plans, and content development;
- Search for and execute opportunities for business development; and
- Perform ad hoc duties related to administration and business development.

### **Minimum Required Qualifications**

- Degree 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;
- 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;
- Ability to work independently and as a team; and
- Project management experience (highly preferred).

### **Benefits**

- Competitive compensation;
- Generous and flexible PTO;
- Health and vision insurance;
- Dental insurance stipend;
- Company-paid basic life insurance;
- We also offer a modern work environment with amenities including lots of snacks, coffee, and ability to occasionally work from home; 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](mailto:careers@brizaga.com)

(954) 834-3533

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