

People, Proposals, and Executive Support Coordinator

about us

Founded in 2015, f-BLOK architecture is a Winnipeg-based architecture and interior design studio serving clients across Canada. Led by principals B.J. Fehr and Candace Karhut, our team of 16 architects, designers, and technical professionals delivers full architectural and interior design services from concept through construction. Our work is grounded in technical precision, interdisciplinary coordination, and a clear focus on how buildings perform for the people who use them.

Across the board, we value highly collaborative people - who work with an open mind, who can deconstruct problems on the fly, who will simultaneously be inventive, iterative, and have the fortitude to see the work through in an efficient way. Fundamentally, we look for teammates who embody f-BLOK's Core Purpose and Organizational Values and who will push us to grow and be better for it.

Perks? We've got those. All full-time team members enjoy comprehensive benefits, including health and wellness spending accounts. Plus, everyone is eligible to participate in f-BLOK's profit-sharing plan—because great work should be rewarded.

To hear more about us check out our [website](#).

about the role

This multi-disciplinary role is ideal for someone who loves writing, coordinating, creating clarity, and supporting a healthy, well-run studio. You will lead our proposal process, support our principals, and support our internal culture.

This coordinator sits at the center of the studio's work, helping turn ideas, projects, and opportunities into clear, compelling proposals and communications. Working closely with principals and project teams, the position leads the preparation of proposals from initial RFP review through to submission, shaping written content and coordinating all materials. The role also supports the broader life of the practice: drafting communications, preparing materials for awards and public updates, organizing internal priorities, and helping maintain the systems that keep the studio running smoothly. It is well suited to someone who is organized, curious, and comfortable moving between writing, coordination, and collaboration in a design-focused environment.

f-BLOK recognizes the importance of Indigenous perspectives in shaping inclusive and meaningful spaces. We are committed to reconciliation and to fostering a workplace that values diverse voices and lived experiences. Indigenous candidates are strongly encouraged to apply and to bring their unique perspectives to our team.

Applications will be accepted until **April 2nd, 2026**, or until the position is filled. This is a full-time, 12 month term position (with option to extend).

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what you'll do

Proposals & Content (Primary Function)

- Read + analyze RFPs; prepare compliance matrices.
- Lead proposals end-to-end (RFP understanding and compliance > outline > draft content > submission) under principal direction.
- Attend mandatory pre-bid meetings and gather key insights.
- Tailor resumes and project sheets; prepare proposal layouts in InDesign; write proposal draft content; coordinate all sub-consultant content.
- Draft written material for marketing channels (social media, website, brochures, field notes, etc.) under principal direction.
- Maintain and improve the content library, including coordination of photography.

Executive Support

- Prepare agendas, briefing notes, and follow-up summaries.
- Track priorities and action items and support their follow-through.
- Book events and meetings.
- Plan simple, thoughtful staff events and recognition initiatives.
- Support studio infrastructure, events, and culture.
- Support onboarding and offboarding processes.
- Support the Student Work Internship Program.

Internal & External Communications

- Draft internal communications that support alignment, culture, and clarity across the studio
- Draft external-facing communications (social media copy, website updates, short announcements) in collaboration with our Brand & Visual Design Lead
- Prepare written content for award submissions, public-facing updates, and firm initiatives
- Draft clear communications for principals (follow-ups, client messaging, summaries)

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experience that's helpful

- 3-5+ years of experience in proposals, communications, coordination, EA roles, or multi-disciplinary positions.
- Strong working knowledge of Adobe InDesign.
- Excellent organizational skills.
- Comfort working to deadlines and under principal direction.
- High EQ, strong communication skills, and proactive follow-through.
- Experience in design, architecture, or engineering is an asset.
- Experience working with Indigenous communities or reconciliation-oriented work is an asset (or interest/willingness to learn).
- Strong written communication skills with the ability to structure ideas clearly and concisely.
- Comfort collaborating with designers, principals, and project teams.

how to apply

Introduce yourself including an overview on your experience and why you are interested in the position. Submit a cover letter + your resume to info@f-BLOK.ca

Subject: "People/Proposals/EA - Your Name"

Selected candidates will be contacted for an interview as applications are submitted. We thank all applicants for their interest in f-BLOK architecture inc.

Our Core Purpose

f-BLOK was founded with the ambition of improving the practice of architecture, by:

1. Advocating for collaborative construction contracts that build trust and create respectful relationships.
2. Building partnerships –beyond f-BLOK–bringing outside perspective to our work, collectively working to create positive change in the world.
3. Designing a sustainable and successful firm that is a platform for both personal and corporate growth.

Organizational Values

Our organizational values were generated by our team in 2021. They are intentionally spoken in the first person. We hold each other accountable to these values, and when needed, remind each other of these commitments.

I ask questions to learn and listen to understand.

I begin with trust, and provide an unguarded approach.

I uncover purpose, and forge intentional solutions.

I value input and advocate for differing perspectives.

I adapt my role for the success of the team.

I take initiative, and work through challenges.



f-BLOK Organizational Values; Commissioned artwork by Artist Jordan Stranger / Totem Doodem