

Networks Northwest**Job Title:** APEX Accelerator Counselor**Department:** APEX**FLSA Status:** Exempt

Position Summary

As a vital member of the APEX Accelerator team, the Northwest Michigan APEX Procurement Counselor plays a key role in guiding businesses through the process of securing and managing local, state, and federal government contracts. This full-time, professional position involves direct collaboration with businesses and government agencies, fostering partnerships with local, regional, and state entities to drive business development and success.

Supervision

Reports to the APEX Accelerator Regional Director.

Key Responsibilities

- **Government Sales Opportunities:** Assist businesses in identifying and pursuing government contracting opportunities at the federal, state, and local levels.
- **Market Research:** Conduct detailed market research to help businesses navigate the government contracting landscape.
- **Government Registrations:** Support clients in completing registrations and necessary paperwork for government contracting.
- **Regulatory Guidance:** Advise clients on relevant government contracting regulations, including the Federal Acquisition Regulations (FAR).
- **Proposal Assistance:** Provide guidance to clients on responding to government solicitations and preparing bids.
- **Contract Performance Support:** Address and resolve any issues during the execution of government contracts.
- **Training Facilitation:** Lead in-person and virtual training sessions to educate businesses on government contracting processes.
- **Marketing and Outreach:** Create marketing materials and content to promote APEX services, training sessions, and opportunities.
- **Social Media & Website Coordination:** Assist in managing APEX's social media presence and collaborate with the Communications Department to ensure the APEX website is up-to-date.
- **Client Database Management:** Maintain and update an accurate client contact database.
- **Professional Development:** Participate in ongoing professional development to enhance skills related to the role.
- **Community Engagement:** Promote the image of NWM APEX and Networks Northwest within the community and foster collaboration with regional organizations.
- **Additional Duties:** Undertake other tasks as needed to support program goals.

Required Qualifications & Skills

- **Education:** Bachelor's degree or equivalent experience preferred.
- **Preferred Experience:** Experience in business or government contracting is highly preferred.
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and internet research tools.
- **Communication:** Strong oral and written communication skills, with the ability to convey complex information clearly.
- **Teamwork:** Demonstrated ability to collaborate effectively in a team-oriented environment.
- **Problem-Solving:** Strong critical thinking skills and creativity in addressing client challenges.
- **Driver's License:** Valid Michigan driver's license and ability to be insured under the agency's vehicle insurance.

Physical Demands

The following physical demands are typical for performing the essential functions of the job. Reasonable accommodations can be made for individuals with disabilities:

- Frequently required to talk, hear, stand, sit, use hands, and lift up to 20 pounds.
 - Occasional climbing, stooping, kneeling, and reaching.
 - Vision requirements: close, distance, color vision, peripheral vision, depth perception, and ability to adjust focus.
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Work Environment

This role is based in an office environment using standard office equipment such as computers, phones, and photocopiers. Noise levels are moderate, and accommodations may be made for individuals with disabilities.

Travel

Travel is primarily during business hours, with occasional overnight travel required.

Additional Information

This job description outlines the current responsibilities of the role. As organizational needs evolve, the description will be reviewed and updated as needed.

Employee Acknowledgment

By signing below, the employee acknowledges an understanding of the job requirements, responsibilities, and duties associated with the role.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____