

**Networks Northwest
Job Description**

**Northwest Michigan Procurement Technical Assistance Center (NWM PTAC)
Procurement Counselor for the Traverse City Office**

Summary

Assist and support the NWM PTAC's Program Manager in the operation of a multi-county Procurement Technical Assistance Center. The NWM PTAC, a program of Networks Northwest, assists companies in northwest Michigan successfully obtain and perform under local, state and federal government contracts. NWM PTAC serves companies in the 10 counties throughout Michigan's Northwest Lower Peninsula and all counties in Michigan's Upper Peninsula. This position is located in the Traverse City Office.

College degree required. Relevant business or contracting experience is preferred but not required. The successful candidate will receive training on government contracting. The ideal candidate will have a desire to help area businesses grow, have good public speaking skills, strong researching skills, strong relationship skills, high level of computer proficiency and a desire to learn new things. Please send resume and cover letter to: cathy.fairbanks@networksnorthwest.org. Networks Northwest is an Equal Opportunity Employer. Application deadline is January 14, 2019.

Supervision Received

This position reports to the NWM PTAC Program Manager. May take some functional direction from the Networks Northwest CEO.

Responsibilities, Essential Duties and Functions

The primary responsibility is educating and assisting businesses within the NWM PTAC service area on federal, state, and local government procurement processes. This includes providing information in such areas as government registrations, market research, marketing, bid/proposal/quote preparation, contract performance issues, and assistance with state and federal regulations.

Assistance is provided through direct counseling, participation in networking or training events, and leading various training seminars. Other functions include marketing and promoting PTAC program services to potential clients and other business organizations. This position does involve some travel in and outside the State of Michigan.

Client Service

1. Help clients identify and locate federal, state and local government sales opportunities.
2. Perform market research for businesses within the government market.
3. Assist clients in completing required paperwork and online registrations for government contracting.
4. Help clients understand government contracting rules and regulations, such as the Federal Acquisition Regulations.
5. Assist and guide clients in responding to government solicitations and invitations to bid.
6. Help with issues that arise during contract performance.

Training

1. Assist in organizing and facilitating training opportunities for clients.
2. Create training and marketing material.
3. Present trainings (in-seat/webinars) to clients on various government contracting topics.
4. Maintain training records.

Administrative/Other

1. Assist in creating and maintaining a social media presence for the program.
2. Coordinate with the Communication Department on the PTAC website's content, such as details on upcoming trainings.
3. Maintain client contact database.
4. Participate in professional development opportunities as assigned to enhance job skills.
5. Maintain a positive image of NWM PTAC and Networks Northwest within the community and work to foster cooperation and coordination between all regional partner organizations.
6. Performs other duties as assigned.

Essential Qualifications, Knowledge, Skills and Abilities Required

All the following, or equivalent, are required at a minimum, unless otherwise noted:

1. Bachelor's degree or equivalent experience required.
2. A background in business is highly preferred.
3. Contracting experience is preferred but not required. The successful candidate will receive training on government contracting.
4. Outstanding computer skills including, at a minimum, full competence in Microsoft Office products.
5. Internet research skills.
6. Outstanding oral and written communication skills.
7. Ability to work effectively as a member of a team.
8. Creative and problem solving skills.
9. Possession of a valid driver's license and insurable to drive agency vehicles.

Compensation

This is a full time, salaried position. Benefits: This position is entitled to Networks Northwest's full fringe benefit package, including health insurance, dental insurance, vision reimbursement, life insurance, retirement contribution, vacation time, and sick time. Position is afforded use of a computer, a cell phone, and use of an agency car for business travel.

About PTAC

Ninety-eight Procurement Technical Assistance Centers (PTACs) form a nationwide network of dedicated procurement professionals working to help local businesses compete successfully in the government marketplace. PTACs are the bridge between buyer and supplier, bringing to bear their knowledge of both government contracting and the capabilities of contractors to maximize fast, reliable service to our government with better quality and at lower costs.

The Procurement Technical Assistance Program (PTAP) was authorized by Congress in 1985 in an effort to expand the number of businesses capable of participating in the government

marketplace. Administered by the Department of Defense, Defense Logistics Agency (DLA), the program provides matching funds through cooperative agreements with state and local governments and nonprofit organizations for the establishment of Procurement Technical Assistance Centers (PTACs) to provide procurement assistance.

Application Instructions

Submit your resume and cover letter to cathy.fairbanks@networksnorthwest.org no later than January 14, 2019