

PROCUREMENT TECHNICAL ASSISTANCE CENTER (PTAC)  
PROCUREMENT COUNSELOR  
Traverse City, Michigan

Networks Northwest is adding a dynamic and creative PTAC Procurement Counselor to its regional PTAC team. This individual will provide counseling and training to businesses within the PTAC service area on how to successfully find, obtain, and perform under local, state and federal government contracts.

The Position

Having an emphasis on government contracting, this position functions as a key member of a regional business development team. You will work directly with businesses to grow their government sales. While working autonomously and meeting program goals, there is also a strong team atmosphere within the department and you can count on the support and expertise of colleagues. As a PTAC Procurement Counselor, you will work closely with community resource partners and programs that directly affect the quality of life in Northwest Michigan.

This position requires occasional travel within and outside the State. An agency vehicle is available for work related local travel.

This position will have you working in one of the most desirable regions of Michigan. The position is based in the Networks Northwest Traverse City office. Consideration will be given for a limited amount of remote and itinerate work throughout the 10 counties of Michigan's northwest Lower Peninsula.

Program work for this position includes, but is not limited to:

**Client Service**

- Perform government specific market research for businesses.
- Help clients locate, understand, respond to, and perform on federal, state and local government opportunities.
- Help clients understand government contracting rules and regulations.
- Teach clients how to market to the government and primes.
- Assist clients with required registrations and certifications.

**Training**

- Assist in organizing and facilitating events with resource partners, government primes, and government agencies.
- Create training and marketing material, as well as present in both in-seat and virtual settings.

**Administrative/Other**

- Maintain client database.
- Assist in creating and maintaining a social media presence for the program.
- Participate in business community outreach.
- Collaborate with resource partners.

Essential qualifications: Associates degree or equivalent experience preferred; background in business is highly preferred; government contracting experience is preferred but not required; outstanding computer skills including at a minimum full competence in Microsoft Office Products or Google Applications; internet research skills; outstanding oral and written communication skills. A valid Michigan driver's license and the ability to be insured to drive agency vehicles is required.

### Compensation

This is a full-time salaried position, with starting pay between \$40,000 & \$43,000 per year. The employee is entitled to the Networks Northwest fringe benefits package that includes: Comprehensive health, dental and vision insurance with employer paid premiums; life insurance; employer paid deferred compensation retirement package; paid vacation, paid sick leave, and paid holidays; use of a company vehicle, cell phone, and computer.

### How to Apply

Interested candidates are to forward cover letter and resume by 5:00 p.m. on October 5th, 2021 to: Cathy Fairbanks, Northwest Michigan PTAC Regional Director, at [cathy.fairbanks@networksnorthwest.org](mailto:cathy.fairbanks@networksnorthwest.org). Learn more about the Northwest Michigan PTAC by visiting [www.networksnorthwest.org/business/PTAC](http://www.networksnorthwest.org/business/PTAC)