

APEX Accelerator Procurement Counselor Upper Peninsula of Michigan

Networks Northwest is seeking a motivated and resourceful **APEX Accelerator Procurement Counselor** to join its regional APEX Accelerator team. This role provides direct counseling and training to businesses throughout the region, helping them identify, compete for, and successfully perform local, state, and federal government contracts.

About the Position

With a strong focus on government contracting, this role is an essential part of a regional business development team. You will work directly with businesses to expand their government sales opportunities. The position requires the ability to work independently while meeting program goals, supported by a collaborative and experienced team environment.

As an APEX Accelerator Procurement Counselor, you will partner closely with community resource organizations and programs that contribute to the economic vitality and quality of life in Michigan's Upper Peninsula and Northwest West Lower Peninsula.

This position will be based in the Marquette area and will involve occasional travel within and outside of Michigan. This is a unique opportunity to advance your career in one of Michigan's most desirable regions.

Key Responsibilities

Client Service

- Conduct government-focused market research for businesses.
- Assist clients in locating, understanding, and responding to government contracting opportunities at all levels.
- Advise clients on government contracting regulations, compliance requirements, and best practices.
- Guide clients on marketing to government agencies and prime contractors.
- Support clients with registrations and certifications required for government contracting.

Training

- Help plan and deliver training events in collaboration with partners, prime contractors, and government agencies.
- Develop training and promotional materials; present in both in-person and virtual formats.

Administrative & Outreach

- Maintain accurate and up-to-date client records.
- Support the development and management of program social media content.

- Participate in outreach activities to promote business engagement.
- Collaborate with regional resource partners on shared initiatives.

Qualifications

- Associate degree or equivalent experience preferred.
- Background in business strongly preferred.
- Government contracting experience is helpful but not required.
- Proficiency in Microsoft Office and Google Workspace.
- Strong internet research abilities.
- Excellent written and verbal communication skills.
- Valid Michigan driver's license with an insurable driving record.

Compensation & Benefits

This full-time salaried position offers **\$52,000**, commensurate with experience. Networks Northwest provides a comprehensive benefits package, including:

- Employer-paid health, dental, and vision insurance
- Life and disability insurance
- Employer-paid deferred compensation retirement plan
- Generous paid time off and paid holidays

How to Apply

Please submit a cover letter and resume to Cristal Guinan-
cristal.guinan@networksnorthwest.org