



## Procurement Counselor Job Details

Open 06/01/2017

Resume/Cover Letter Due: Open until filled. Candidates are encouraged to apply immediately.

Position: Full Time, or Part Time, Procurement Counselor with the Government Contract Assistance Program – GCAP (Oregon's Procurement Technical Assistance Center – PTAC), managed by the Organization for Economic Initiatives, Inc. - OEI, Inc.

PTAC is a nationwide program funded in part by the Department of Defense and administered through the Defense Logistics Agency. GCAP, Oregon's PTAC is one of 90+ centers around the country that seeks to increase the number of businesses that are successful in the government marketplace. To learn more about our program and the PTAC program, please visit: [www.gcap.org](http://www.gcap.org) and [www.aptac-us.org](http://www.aptac-us.org) The mission of GCAP, is to provide Procurement Technical Assistance to businesses in Oregon.

**Position Purpose:** Federal, State and local agencies purchase a wide array of products and services each day, representing a significant opportunity for small businesses in our region. Navigating government contracting regulations and procedures can be a daunting task. The GCAP Counselor helps businesses understand how to find, bid, win, and perform on government contracts so that they can diversify their customer base and create jobs. Last year, businesses that worked with GCAP won over \$60 million in government contracts!

**Experience:** While experience in the government contracting marketplace is preferred, we welcome candidates who lack government contracting experience but possess a strong interest and aptitude for learning government contracting regulations and procedures and then teaching them to businesses. The learning curve is steep, but training opportunities and other resources and peer support are available. We've found that some of our best counselors are those who've had to learn the information on-the-job!

### **Position Responsibilities:**

- Conduct outreach to businesses throughout Oregon about government contracting opportunities with federal, state and local governments as well as prime contractors. Outreach to small, women owned, minority owned, and veteran owned businesses is a critical part of our work plan.
- Guide businesses through the process of finding, bidding, and performing on government contracts and sub-contracts
- Guide businesses through the process of assessing their capacity/suitability for government contracting
- Assess firms' training and technical assistance needs and develop a service plan outlining recommendations for how that client can most efficiently meet their strategic objectives for succeeding in the government marketplace
- Assist businesses with government registrations (i.e. [www.sam.gov](http://www.sam.gov)) and certifications (SBA's HUBZone, 8(a), SDVOSB, etc.) related to selling to the government, finding opportunities, marketing to government buyers, bidding, getting paid, proposal development, interpretation of regulations, and more. Assistance is provided primarily through workshops and one-on-one counseling with the businesses by phone, in person or by email
- Coordinate workshops and events that increase knowledge of government contracting
- Attend outreach events to ensure awareness of GCAP services
- Enroll businesses in the GCAP's electronic bid-match service
- Review and disseminate bid opportunities and subcontracting opportunities to clients
- Develop and maintain relationships with federal, state and local government agencies and prime contractors
- Develop and maintain relationships with other business resource providers throughout the region.

- Meet or exceed program goals for number of counseling sessions, events, etc. Keep counseling reporting database up to date at least weekly.
- Collaborate with other GCAP counselors throughout the state and region to share best practices
- Complete training courses that are relevant to the needs of clients and attend Association of PTAC training events as budget allows.
- Take ownership and accept responsibility for entire work scope. Move tasks through to completion with minimal supervision
- Other duties as assigned

**Required Skills and Experience:**

- Knowledge of or ability to quickly learn business and government contracting principles.
- Strong computer skills to research government marketplace and navigate registrations and online government systems.
- Ability to manage multiple tasks and projects
- Ability to listen critically to identify needs and solve problems
- Strong, professional written communication skills
- Strong verbal communication skills, including public speaking in front of large and diverse audiences
- Ability to take complicated material and create concise curriculum for adult learners
- Resourcefulness - you will frequently have to research answers to clients' questions with little direction
- Work well within a team environment and collaborative approach to work
- Proficiency with Microsoft Word, Outlook, and Excel
- Continuous learner - **wants to continuously gain new knowledge, approaches and experience**

**Preferred Experience:**

- Experience providing assistance to small businesses
- Experience working within a business that sells to the government
- Experience as a contracting officer for a federal or state government agency

**Working Conditions:** Professional office environment - Daily use of computer required. Some travel by automobile is required throughout service area and there are potentially two training events held out of state by the Association of PTACs. GCAP has a strong team approach to delivering products and services to the community and businesses. The successful candidate should be comfortable with this type of collaborative working environment.

**To Apply:**

Email the following to: [info@gcap.org](mailto:info@gcap.org)

Please include "GCAP Procurement Counselor" in the subject line of the email.

**1. Cover letter that includes a brief description of your:**

- a. Experience with government contracting or thoughts on how you would address knowledge gaps
- b. Experience providing assistance to small businesses or thoughts on how you would address knowledge gaps

**2. Resume**

Questions are welcomed, please email to [info@gcap.org](mailto:info@gcap.org) .

Starting compensation (based on knowledge and experience): \$18.00 - \$25,00 per hour with negotiated benefits (medical, dental, retirement) includes paid vacation and holidays.

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