

**Oregon Native American Chamber of Commerce (ONACC)
Northwest Native Procurement Technical Assistance Center (NNPTAC)**

Job Title: NNPTAC Procurement Counselor
Primary Location: Seattle/Spokane
Salary: \$60,000 - \$72,000 DOE
Job Classification: Non-exempt Full-Time

Shift: Day Job with various travel
Reports To: NNPTAC Program Manager
Service Area: Oregon, Washington, Idaho

QUALIFICATION REQUIREMENTS: To perform this job successfully, the Procurement Counselor must be able to operate in a performance-based culture, focused on metric driven outcomes with substantiation. The Procurement Counselor is expected to work effectively and efficiently with a diverse range of individuals, agencies, and tribes, and must be able to perform each duty satisfactorily.

The ideal candidate will work in-person at the Seattle or Spokane office, with occasional travel to other Washington, Idaho, and Oregon offices. Remote work is possible outside of travel requirements. Candidate will work with NNPTAC Program Manager and Program Coordinator to produce 40 participating events (in-person and virtual) for the different work locations.

SUMMARY OF DUTIES: The primary responsibility of the Procurement Counselor is educating and assisting businesses within the Northwest Native Procurement Technical Assistance Center (NNPTAC) service area on federal, state, and local government procurement processes. This includes the following:

- 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.
- assisting with government contracting to businesses primarily located in the service area through events, workshops and one-on-one counseling:
- helping businesses understand how to find, bid, win, and perform on government contracts so that they can diversify their customer base and create jobs
- interacting with existing small business owners through appointment-based, confidential one-on-one advising, research, and training

The Procurement Technical Assistance Center (PTAC) Program seeks to ensure firms in the region are winning government contracts and subcontracts so that they can grow and diversify their businesses and further contribute to the economic vibrancy of our community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- serves as the program contact for information and assistance
- assists clients and answers questions related to preparing or reviewing solicitations or other advanced areas
- guides businesses through the process of finding, bidding, and performing on government contracts and sub-contracts
- assists regional clients to become more knowledgeable and competitive in the government marketplace
- maintains various computer databases used to manage information and resources by inputting and compiling daily counseling input and tracking monthly metrics

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- responsible for day-to-day processing and provision of technical information to businesses, including but not limited to registrations and certification, bid-match keywords, past price history and marketing efforts
- guides businesses through the process of assessing their capacity/suitability for government contracting
- assists the PTAC team to develop and maintain relationships with federal, state, and local government agencies and prime contractors
- works closely with clients to provide comprehensive support and counseling for overall contracting activities
- evaluates client potential for market diversification
- assists with development and maintenance of the PTAC upcoming events focused on training workshops and networking opportunities
- other duties as assigned by supervisor, related to the position and program

EDUCATION AND EXPERIENCE (minimum required):

1. Bachelor's Degree in government contracting and acquisition, business administration, business management, contract management, or another related field
2. two years directly aiding businesses to develop and secure government contracts, or two years of direct experience in business development, economic development, or government procurement programs
3. motivated, self-directed, self-starter with excellent problem-solving skills
4. high degree of organization and time management skills
5. ability to adhere to priorities, meet multiple deadlines
6. experience working as an effective member of an organizational team
7. ability to work effectively with all staff members to carry out organizational and programmatic goals
8. strong verbal and written communication skills; effectively presents and explains complex information
9. experience presenting information to small groups and classes
10. proficient in the use of Microsoft Office and customer relationship management database, preferably CRM
11. ability to maintain an excellent attendance record

WORKING ENVIRONMENT: This position will work under normal business office conditions and hours. Work requirements involve travel, including overnight, early morning and evening meetings. These work requirements may exceed scheduled hours per week. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee will be required to sit, use their hands and arms, talk and hear; and focus on close objects. The employee will also be required to stand; walk; and stoop, kneel, crouch, or crawl. The employee may be required to lift or move up to 10 pounds and occasionally lift or move up to 25 pounds.

HIRING STATEMENT: Northwest Native Procurement Technical Assistance Center is an Affirmative Action/Equal Opportunity Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans, and persons with disabilities. This job description is not a contract for employment and either party may terminate employment at any time. The job description is not designed to contain or be

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interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

HOW TO APPLY: Qualified enrolled citizens of federally recognized Tribes or Native Alaskans are highly encouraged to apply. Send a cover letter that includes a brief narrative describing how your background makes you the ideal candidate for this position, resume and contact information for at least three professional references. Please apply through the Indeed job posting: <https://www.indeed.com/job/procurement-counselor-nn-ptac-7beb6bf3809173ee>