

Northwest Louisiana Procurement Counselor

Open Date: October 13, 2015

Resume/Cover Letter due: No applications accepted after November 13, 2015. Position open until filled.

Position Title: Procurement Counselor

Position Purpose: Barksdale Air Force Base, which houses the 2d Bomb Wing, 8th Air Force, and Air Force Global Strike Command, and Overton Brooks Veterans Administration Medical Center are located in northwest Louisiana. They purchase a multitude of goods and services each day but the task of finding these bid opportunities, fill out bid packages and solicitations, and mandatory online registrations can be overwhelming to small businesses. That is where the Northwest Louisiana Procurement Technical Assistance Center (NWLA PTAC) steps in and fills the gap by educating local small businesses on how to compete for these contracts. The NWLA PTAC provides procurement technical assistance thru a cooperative agreement between the Greater Shreveport Chamber of Commerce and the Defense Logistics Agency.

About the organization: The Greater Shreveport Chamber of Commerce (GSCoC) has been in existence since 1910 and has over 1600 members who employ over 75,000 people in our region. Our mission is to promote economic prosperity, serve as a business advocate, and celebrate the achievements of our region. We aim to exceed member expectations and bring value to our Chamber membership by developing an effective product, improving our existing programs and creating new initiatives to produce a return on investment. By working together, we can continue to validate our united efforts to promote Shreveport and the surrounding region as a great place to live, work and play. More information about the GSCoC can be found at <http://www.shreveportchamber.org>

One of the Chamber's most successful economic development programs is the Northwest Louisiana Procurement Technical Assistance Center (NWLA PTAC). Since 1987, the NWLA PTAC has played a vital role in the economic growth and development of northwest Louisiana by assisting small, disadvantaged, woman, minority, and veteran owned businesses with government contracts. The mission of the NW LA PTAC is to increase the number of government contract dollars being awarded to businesses located in northwest Louisiana, thereby positively impacting the region and resulting in the creation and retention of jobs in the area.

Over the past 3 years, local businesses have reported \$260,400,000 in government contract awards due to the NWLA PTAC's assistance. These contract awards resulted in the reported retention of 221 existing jobs and the creation of 66 new jobs.

Position Responsibilities:

- Conduct outreach to businesses throughout 10 parishes of northwest Louisiana 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 mission.
- 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) and certifications (SBA's Hubzone, 8a, 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 PTAC services
- Enroll businesses in the PTAC'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. Enter counseling into database at least weekly.
- Collaborate with other PTAC counselors throughout the 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.
- Other duties as assigned

Required Skills and Experience:

- Bachelor degree
- 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, Excel and Power Point

Preferred Experience:

- Experience working in the government contracting marketplace preferred but not required
- Experience providing assistance to small businesses
- Experience working within a business that sells to the government
- Experience as a contracting officer for a federal government agency

Working Conditions: Professional office environment - Daily use of computer required. Some travel by automobile is required throughout service area and there are two training events held out of state by the Association of PTACs. PTAC 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.

The GSCoC is an equal opportunity employer and does not discriminate against an employee or client on the grounds of race, creed, color, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any disability.

Compensation: commiserate upon applicable experience plus retirement plan, medical, dental, paid vacation and holidays

To Apply:

Email the following to Kelly Ford at kelly@shreveportchamber.org .

Please include "PTAC Position" 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 with relevant experience