

Position: Procurement Counselor

Job Location: Sacramento, CA

Position Type: Full Time 40 hours/week (Currently working remotely)

The California Capital Procurement Technical Assistance Center (PTAC) seeks an experienced professional with knowledge of government contracts for the position of Procurement Counselor. The PTAC operates as a self-managed team concept, meaning a group of people, employees, in an organization who combines skills and talents to work without the usual managerial supervision toward a common purpose or goals. We are committed to leveraging the talents of each advisor for the benefit of the Program.

Responsibilities include one-on-one counseling with small business clients on becoming qualified bidders and successful contractors to federal, state, and local government agencies. This position requires research skills and knowledge of how to build professional relationships with government agencies and prime contractors. Working knowledge of best business practices specifically for performing on government contracts is desired, as well as strong customer relations and counseling skills.

Counseling and training have previously been offered in-person, but due to the impacts of COVID-19, this position is temporarily remote, and California Capital will follow all state and local data and guidelines to ensure a safe reopening. Counselors must be able to conduct business remotely and perform counseling through video conferencing and be able to manage work individually while collaborating with a team to coordinate service delivery.

Responsibilities:

- Provide assistance and guidance to small businesses through individualized counseling and ongoing communication about opportunities and procurement strategy.
- Actively coordinate and participate in outreach events
- Lead classes and workshops on specific topics related to government procurement.
- Conduct a critical analysis of individual businesses and provide strategies and resources to business owners or key staff.
- Provide guidance to clients on federal, state, and local contract registration systems and certifications.
- Provide guidance to clients on entering into teaming arrangements with prime contractors, subcontractors, suppliers, and other small businesses.
- Review solicitations and client proposals to assist in the preparation of responsive and responsible offers to the government.
- Research and keep up to date on relevant contracting opportunities, process or regulatory changes, procurement systems, and multiple award schedules as required.
- Keep detailed and accurate records of counseling activities and client progress in support of your goals.
- Conduct professional activities in accordance with the highest standards of ethics and integrity and avoid any real or perceived conflicts of interest.

Knowledge, Skills, and Abilities:

- Plan, organize, prioritize and perform multiple tasks to perform job functions in an efficient manner
- Compose written materials of moderate to complex difficulty on procurement related issues
- Maintain knowledge and awareness of procurement practices and standards of various government procurement offices throughout the region and state
- Maintain knowledge and awareness of key players in various government procurement offices throughout the region and state
- Establish and maintain effective working relationships with those contacted in the course of an assignment
- Collaborate with other business counselors and key staff to address client needs and provide effective service.
- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty
- Perform detailed contractual and financial analysis with a high degree of accuracy
- Demonstrate good customer relations skills including patience, politeness, and persistence.
- Work independently with minimal supervision.

About California Capital:

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity building and access to capital programs for small businesses, new businesses, and entrepreneurs. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), since 2002, we are a mission-based organization, focusing on programs and services with a goal of creating asset and wealth development in low/moderate income, diverse and underserved communities. California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and a number of access to capital programs. California Capital also holds the designation as an SBA Women's Business Center, a Procurement Technical Assistance Center, and a Sacramento Employment and Training Agency Business Information Center. More information is available at: www.cacapital.org.

California Capital is an equal opportunity employer that seeks diversity with respect to race, ethnicity, culture, gender age, sexual orientation and physical abilities.

How to Apply:

Interested candidates should email resume with a cover letter to careers@cacapital.org with "PTAC Counselor" in the subject line. Must be a U.S. citizen or permanent resident to comply with ITAR; and a valid driver's license. Offers of employment are contingent upon completion of a satisfactory background and reference check.