

Procurement Counselor

Kentucky Science and Technology Corporation (KSTC) (www.kstc.com), a Lexington-based independent and innovative 501(c)(3) non-profit and leader in developing and managing creative initiatives in education, entrepreneurship, disruptive R&D, economic competitiveness and workforce development, seeks a full-time **Procurement Counselor** for its **Kentucky Procurement Technical Assistance Center** (www.kyptac.com).

Position Summary:

Provide government procurement assistance to individuals and businesses seeking to pursue and successfully fulfill contracting/subcontracting opportunities with Department of Defense, federal agencies, state of Kentucky and local governments. Located in Somerset, KY at **KYPTAC's** partner organization (Southeast Kentucky Economic Development Corporation). Reports to **KYPTAC's** State Director. Some overnight travel required.

Primary Responsibilities:

- Providing comprehensive business advice and in-depth assistance to sizable number of clients throughout an assigned multi-county geographic area through one-on-one meetings, telephone, email, and other written communications
- Effectively researching, preparing materials, and recommending courses of action to clients
- Making public appearances, assisting in the development of program marketing plans, implementing these plans and developing promotional materials
- Maintaining complete records of client related activities, providing reports on client counseling and training efforts and contribute to program evaluations undertaken by **KYPTAC**
- Facilitating the planning and marketing of seminars and conferences, participating in training events as an instructor or facilitator and assisting in efforts to evaluate the effectiveness of training events
- Recruiting clients, marketing **KYPTAC** and organizing/facilitating seminars

Position Qualifications:

- Bachelor's degree required; BS in Business preferred; BS in Acquisition, Contracting, or Supply Chain highly preferred; OR an equivalent combination of training and/or relevant work experience
- Minimum 3 years of relevant work experience required; 5 years of Government Contracting and/or General Business experience preferred; 3 years of Acquisition, Contracting, or Supply Chain experience highly preferred
- Excellent interpersonal and verbal communication skills
- Strong analytical and written communication skills
- Ability to handle multiple assignments, organize work and assign priorities with minimal supervision and must be self-motivated
- Extensive knowledge and experience in government procurement principles and procedures
- Ability to communicate, execute and deploy solutions to general business issues
- Teachable, willing to make informed decisions, think critically and take strategic risks
- Public speaking experience preferred

KSTC is an equal opportunity employer and offers a competitive salary and benefits package. To apply, please email application (cover letter, resume, and salary expectations) to hr@kstc.com. Screenings for interviews begins immediately.