



Daybreak Star Indian Cultural Center  
Post Office Box 99100, Seattle, WA 98139  
Phone: (206) 285-4425 Fax: (206) 282-3640

## JOB ANNOUNCEMENT

**JOB TITLE:** Business Counselor

**DEPARTMENT/PROGRAM:** Procurement  
Technical Assistance Program (PTAP)

**REPORTS TO:** PTAP Program Manager

**STATUS:** Full Time

**LOCATION:** Multiple sites within WA, OR and ID

**GRADE:** DOE

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

The purpose of the Procurement Technical Assistance Program (PTAC) is to assist Native-owned small businesses with bid/proposal technical assistance review, marketing advice, government program registrations, procurement/contracting training classes, and government procurement related seminars and conferences available to our clients at locations across the state within the service area.

### JOB SUMMARY:

The Business Counselor will provide counseling and procurement services to small businesses seeking government contracts.

### ESSENTIAL FUNCTIONS:

- Assist small businesses with interpretation of solicitations, specifications, standards, and drawings; assist with government registrations and certifications; and assist with marketing strategies (one-on-one and group training).
- Provide contract procurement assistance.
- Data entry in computerized system, research, and report functions.
- Regular training on current procurement systems, regulations, and business industry trends.
- Community outreach.
- Some public speaking and adult training are required.
- Travel required.

### QUALIFICATIONS:

- Undergraduate degree in contracting, business administration, economics, or equivalent experience. MBA preferred. (Must have strong background experience of government procurement).
- Must be able to pass business assessment and basic procurement skills testing contingent upon hire within 90 days.
- Knowledge of federal contracting certifications.
- Minimum three year experience working in business development, contracting, or related industry.
- Minimum one year government contracting experience.
- Must have strong computer skills.

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS:**

- Must be able to understand small business needs.
- *Must be able to work well with diverse communities*
- *Must have strong written and oral communications skills*
- *Must be able to learn complicated tasks quickly and independently*
- *Must be action oriented*
- Must be able to multitask and have strong time management skills
- Must work well in team environment and respond positively to change

Opening Date: 01/20/0 Closing Date: When suitable applicant is hired	<b>APPLICATION PROCEDURE</b> Submit cover letter and resume to:
Compensation: DOE, plus excellent benefit package provided  United Indians of All Tribes Foundation is an Equal Opportunity Employer	United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>