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<b>POSITION TITLE:</b>	Native Business Counselor - Alaska Region
<b>IMMEDIATE SUPERVISOR:</b>	Native PTAC Program Manager
<b>EMPLOYMENT STATUS:</b>	Regular, Full-time, and Exempt-Administrative
<b>SUPERVISION RESPONSIBILITIES:</b>	None – As posted

### **VISION & STRATEGY FOR TWO RIVERS CDC**

Our vision is the actualization of self-determination for Native communities and individuals through economic opportunities.

Our mission is to promote economic diversity and opportunities through business development and support, with cultural respect and community engagement.

Our goal is to assist in the creation and retention of business opportunities and jobs, bringing economic health and diversity to Native and local communities. Our core values of respect for our community, integrity, and high standards guide our work.

Native PTAC provides advising, leadership and assistance to small businesses and entrepreneurs in the specialty area of government contracting. Advising is provided face-to-face and via electronic methods for small Native enterprises and the advisor must conduct the research associated with advising services. Advising encompasses government regulations, government purchasing processes, marketing to the government, completing government registrations, successful bid preparation, government set-asides and special programs for disadvantaged populations, and successful completion of contracts.

This position is to be located in the Anchorage Borough, Alaska. Individual will be responsible for conducting outreach to Native Communities and advising state-wide, virtually and face-to-face.

### **RESPONSIBILITIES: Expectations and Activities**

- A practicing understanding of the SBA 8a program and specifically the SBA ANC 8a program
- Determine business's capacity/suitability for government contracting & certifications
- Provide bid/proposal technical assistance review
- Assist in determining key markets for products and services within the public sector
- Connect clients with possible markets
- Assist with government program registrations and certifications
- Interpret solicitations by reviewing contract clauses, terms, definitions and requirements
- Help locate necessary documents for solicitations
- Assist in contract performance issues
- Conduct extensive individual on-site and off-site, confidential consulting with firms
- Review and disseminate bid opportunities to clients
- Ascertain and promote public subcontracting opportunities
- Maintain contact with all active clients

- Develop and conduct procurement/contracting training classes, seminars and conferences
- Market PTAC program and events
- Develop, procure and maintain close working relationships with private and public sponsors.
- Develop and maintain relationships with trade associations that are applicable to government contracting (i.e. construction, A&E, manufacturing, etc.)
- Develop and maintain close working relationships with statewide small business and professional organizations, universities, incubators and tech parks, and other organizations serving small businesses
- Responsible for meeting assigned Defense Logistics Agency goals
- Keeping counseling records current for quarterly submission of reports to DLA
- Follow-up on quarterly award surveys & half yearly performance surveys.
- Serve as a member of the national APTAC association if the host organization sees fit to be a member; attend related meetings and required trainings as assigned
- Attend, conferences and workshops to ensure professional development and program knowledge is kept current.
- Maintain active presence / visibility with funding partners including the DLA, the State, local and tribal governmental entities, and private sector supporters.
- Knowledge of a full range of procurement policies, complex contract terms, business development and business management methods
- Other duties as assigned

**REQUIRED SKILLS:** (not in any specific order of importance)

- Take ownership and accepts responsibility for entire work scope. Move tasks through to completion with minimal supervision.
  - Knowledge of business and contracting principles
  - Local knowledge of business community
  - Ability to manage multiple tasks and projects
  - Must be able to learn complicated tasks quickly and independently
  - Must be action oriented
  - Ability to listen critically to identify needs and solve problems
  - Strong written and communication skills
  - Expertise in conducting seminars, workshops, procurement fairs or conferences that benefit businesses.
  - Active interest in identifying and serving the needs of start-up and existing small businesses
  - Professional & appropriate dress code in all meetings, trainings and events.
  - Must be able to work well with diverse communities.
  - Strong interpersonal, analytical, and management skills.
  - Flexibility with change.
  - Demonstrated understanding of the government contracting process, negotiation, management and performance phases.
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**EDUCATION AND/OR EXPERIENCE:**

- BA/BS in business related course of study or equivalent business experience
- Four years of responsible senior management experience in a private or public sector setting encompassing business, procurement and administration.
- Experience in the following computer systems : Excel, Word, PowerPoint, Publisher, Access, OneNote, SharePoint, Use of the Internet
- Experience in identifying procurement and business needs within a community
- Experience in both private and public sector
- Public speaking
- Experience in working with senior leaders in business or the community
- Experience in obtaining monetary and non-monetary resources

**MOTIVATION:**

- Leadership Focus – desire and willingness to coach and develop others
- Initiative – takes action on problems or opportunities without being prompted
- Entrepreneurial Spirit – looks at the business as their own and continues to develop and improve it
- Energy – stamina to meet the demands of the work environment
- Fast Paced and Diverse – wants a job that changes day to day with a variety of tasks and interactions
- Continuous Learner – wants to continuously gain new knowledge, approaches, and experience

**WORKING CONDITIONS:**

- Daily use of computer & cell phone is required.
- Light lifting required.
- Extensive travel by automobile or plane in service area is required. Additional travel to lower 48 states and national programs and conferences may be required.
- Up to 50% travel including some out of state
- Early morning and evening meetings may be required
- Work requirements may exceed 40 hours per week

**LOCATION:** This position is to be located in the Anchorage Borough, Alaska.

**SALARY:** Dependent on experience and geographic territory

**PREFERENCE WILL BE GIVEN TO CANDIDATES WITH:**

- Knowledge of Federal Indian Policy, Native community economic development issues, small business and government contracting policy.
  - Experience living in and working with Tribes, Alaska Native Corporations and Native Hawaiian Organizations.
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**TO APPLY:** Please email application, resume, cover letter, salary requirements and letter answering the additional questions below to Kylene Peters, Native PTAC - Program Manager [Kylene@NativePTAC.org](mailto:Kylene@NativePTAC.org) . Lastly, include the word "*Asparagus*" in the email subject line.

**ADDITIONAL QUESTIONS TO ANSWER AND INCLUDE WITH APPLICATION**

1. The Native PTAC program is funded by a cooperative agreement with DOD (grant) and is overseen by DLA. All Native PTAC positions are funded through 8/31/2016. We do not foresee a change in our future funding award for 2016-2017. With that being said, please explain your willingness or not to take on this position.
  2. Please explain at great length your past experience and relationships with Native Americans both Alaska and Lower 48. Include business dealings, communication skills and other ways in which you have interacted within the Native communities.
  3. Please explain your understanding of and any differences that you are aware of with a privately owned 8a Native enterprise, those of a Lower 48 tribal owned 8a companies and an ANC owned 8a company; specifically having to do with contracting and acquiring/forming another 8a company.
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