



## PROCUREMENT TECHNICAL ADVISOR POSITION DESCRIPTION

### ABOUT CREDC

The Columbia River Economic Development Council (CREDC) is the designated economic development organization for Clark County, WA, working to advance the economic vibrancy of the region through supported business growth, attraction, and innovation. Since 2020, CREDC has leveraged investment to create \$34 of business-to-business economic activity for every \$1 invested in our organization, supported 445 new and retained jobs, and invited over \$1 Billion of community capital investment from business clients.

*Our vision is for Clark County to be recognized as one of the **most inclusive, healthy, and amenity-rich communities in the country**. As a result, and with a continued **focus on growing a diverse base of community-minded employers**, talent (both inside and outside the region) sees greater opportunity here than anywhere else in the country.*

CREDC hosts the local Procurement Technical Advisor position serving Clark, Cowlitz and Skamania Counties and is actively recruiting an advisor to deliver high-quality technical assistance that finds companies more capable of pursuing public agency procurements and seeking federal funding to commercialize innovative products. Through a subrecipient agreement with the Washington APEX, an APEX Accelerator hub at Thurston Economic Development Council, CREDC is pleased to present this opportunity to join our team.

**Recruitment Opens:** August 15, 2025, with considerations for the position open until filled.

### POSITION DESCRIPTION

The Procurement Technical Assistance Advisor helps businesses understand how to find, self-represent, bid, win, and deliver on government contracts that enable them to diversify their customer base and create jobs.

Columbia River EDC, through the APEX Program, seeks to ensure firms in our region are winning government contracts and subcontracts so that they can grow and diversify their business and further contribute to the economic vibrancy of the community. By providing technical assistance on how to find contracts, bid on them responsibly, and comply with post-award terms and conditions, the APEX Advisor helps firms in the region succeed long-term in the marketplace.

Washington State and the Greater Portland region are home to large amounts of government agency buying activity, from purchasers including Joint Base Lewis McChord, Naval Base Kitsap, Fairchild Air Force Base, U.S. National Park Service, Veterans Administration, General Service Administration, and state and local government. These agencies purchase a wide array of products and services each day, representing a significant opportunity for businesses in our region. Navigating government contracting regulations and procedures can be a daunting task.

Last year, businesses that worked with APEX won over \$546 million in government contracts.

The APEX Accelerator is funded in part by the Department of Defense. Prior to applying, please learn more by visiting: <https://washingtonapex.org> at [www.thurstonedc.com](http://www.thurstonedc.com) (statewide center).

**Position Responsibilities:**

- Guide businesses to assess their capacity/suitability for government contracting.
- Guide businesses in finding, bidding, and performing on government contracts/sub-contracts.
- Conduct outreach to businesses throughout Washington State to showcase government contracting opportunities with federal, state, and local agencies, as well as marketing prime/sub-prime contractor relationship opportunities. Outreach to small, women owned, minority owned, and veteran owned businesses is a critical part of our workplan.
- Assist businesses with government registrations (i.e. [www.sam.gov](http://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 and help create workshops and events that increase knowledge of government contracting.
- Attend outreach events to ensure awareness of APEX services.
- Enroll businesses in the APEX'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.
- Meet or exceed program goals for number of counseling sessions, events, etc. Keep counseling reporting database up to date at least weekly.
- Collaborate with other APEX counselors throughout the state and region to share best practices.
- Complete training courses that are relevant to the needs of clients and attend training events as budget allows.
- Other duties as assigned.

**Onboarding/Training:** The role of an APEX advisor is unique; The successful candidate will have access to strong mentorship from experienced advisors, training, and formal online curriculum developed by the Association of APEXs.

**Preferred Skills and Experience:**

- Knowledge of and ability to learn business and government contracting principles quickly and apply them to the client business success strategy.
- 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 a business' questions with little direction.
- Work well within a team environment and collaborative approach to work.
- Proficiency with Microsoft Word, Outlook, Excel, PowerPoint

**Other Preferred Experience:**

- Experience providing assistance to small businesses.
- Experience working within a business that sells to the government.
- Experience as a contracting officer for a federal, state, or local government agency.

**Salary Scale:** \$65,000 - \$75,000 Annually

**Working Conditions:** Professional office environment with hybrid in-office days negotiable (usually two in-office days per week). Daily use of computer required. Some travel by automobile is required throughout service area. APEX 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.

CREDC 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.

This is a full-time salaried position that is exempt from overtime. All full-time employees are offered a benefits package that includes medical, dental, vision, paid vacation and holidays and a matching retirement plan.

**To Apply:**

1. Email the following to [info@credc.org](mailto:info@credc.org), with "APEX Advisor Candidate" in the subject line.
  - a. Cover letter that includes a brief description of your experience with government contracting and advising businesses.
  - b. Resume that highlights your experience with government contracting and advising businesses
2. Please draft a short paragraph to share what motivates you to help companies in the realm of government procurement, and detail examples of your ability to work independently while producing timely successful results.