

## **GOVERNMENT CONTRACTING ADVISOR**

Are you ready for an opportunity to apply your business skills in a new way?

Are you passionate about helping Montana businesses succeed?

Are you looking for a career that makes a lasting impact?

Big Sky Economic Development is seeking a Government Contracting Advisor for its Procurement Technical Assistance Center (PTAC). Government Contracting Advisors have the unique opportunity to assist business owners with diversifying their customer base and expanding revenue by teaching them how to sell to the government.

Government contracting is a highly specialized process that will involve extensive training and a commitment to learning. On-the-job training will be provided.

[\*\*WATCH A SHORT ANIMATION TO LEARN MORE ABOUT THE PTAC\*\*](#)

### **In this job, you would be responsible for:**

- Assisting clients with pursuing and securing contracting opportunities with federal, state, and local governments
- Assisting clients with understanding the laws, policies, and procedures relevant to government contracting
- Identifying opportunities through market research that are consistent with the client's product or service
- Determining a business' capacity and sustainability for government contracting
- Assessing the needs of each client and developing a plan for them to succeed in the government marketplace
- Developing content for in-person and virtual government contracting presentations
- Conducting research in federal databases to identify potential clients

### **You're a good fit for this job if you have:**

- A Bachelor's Degree in business, finance, public/contract administration, or a related field
- Experience in economic development, government contract administration, commercial banking, general business operations, or public relations
- Strong business acumen
- Strong oral and written communication skills
- Ability to research and understand complex topics

- Excellent personal effectiveness and time management skills
- Excellent attention to detail
- Strong proficiency in software programs such as Microsoft Office Suite, CRM platforms, and cloud-based software applications

*Please see the position's job description for a full summation of the roles, responsibilities, and requirements of this position. (Accessible when clicking on the application link below.)*

**Other info you should know:**

- This position reports to the Montana PTAP Statewide Program Manager.
- This is a full-time, salaried position eligible for our full suite of benefits including medical, dental, retirement (PERS), life insurance, holiday pay, sick pay and three weeks of vacation pay a year.
- We offer wages based on regional market data and commensurate with experience.
- The position is located in Billings, Montana.

**How to Apply:**

1. Fill out an employment application and upload your resume and cover letter by clicking [HERE!](#)
2. Send all inquiries to [Careers@bigskyeda.org](mailto:Careers@bigskyeda.org)

**APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED  
FIRST REVIEW BEGINS 05/30/2022**

Learn more about the [Montana PTAC](#)

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[#lifeatbosed](#)

BSED Value Statement: We **value** each other, we **embrace** fun, and we serve with **passion** and **excellence**.