

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position



Job Title: Procurement Specialist
Hours: 10-25 hours per week
Wage: \$45-\$60 per hour, DOE
Project Name: Norcal APEX Accelerator
Supervisor: Norcal APEX Accelerator Program Director

WHO WE ARE:

The Northern California (Norcal) APEX Accelerator at Cal Poly Humboldt Sponsored Programs Foundation (SPF) is a small nonprofit team of administrative staff and procurement specialists. Our mission is to serve as the axis for existing and new businesses, strengthening the defense industrial base by accelerating innovation, fostering ingenuity, and establishing resilient and diverse supply chains. As a Procurement Specialist, you will play a crucial role in helping our clients identify, obtain, and perform on prime and subcontracting opportunities with local, state, tribal, and federal governments. Your support will extend to all businesses in our service area, with a special emphasis on underserved businesses such as women, minorities, LGBTQ+, and veteran-owned businesses as well as businesses located in low-wealth, rural, or disaster-impacted areas. We are part of a network of centers dedicated to this service nationwide. Cal Poly Humboldt has hosted the APEX Accelerator (formerly PTAC) program since 2013. Learn more about the program here: www.apexnorcal.org

Our vision is to foster a diverse and resilient domestic industrial base that can deliver preeminent solutions to the military and other government users. As a Procurement Specialist, you will be a key player in realizing this vision, contributing to the growth and success of our clients and the communities we serve.

LOCATION: This position offers a unique blend of remote work and potential in-person meetings. As a consultant, you would ideally be located in Northern California, preferably in one of the following counties: Del Norte, Humboldt, Siskiyou, Trinity, Shasta, Mendocino, Sonoma, Marin, Napa, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, or San Francisco. However, we also welcome candidates from outside the Northern California area. If you're located in Humboldt County, an on-campus office may be provided, depending on availability. This flexibility allows you to balance your professional and personal commitments effectively.

ABOUT THE POSITION: This is a 12-month non-exempt position. Depending on the candidate's availability and response to this job announcement, one or two part-time positions that are subject to vacation and sick leave but not eligible for group insurance may be available. The positions are eligible for retirement after completing one year of service with 1,000 hours. While continuation of this position(s) is foreseen for years to come, all Norcal APEX Accelerator positions are contingent on continued federal funding. This is not a state or federal position.

The Norcal APEX-Accelerator seeks an experienced professional(s) with in-depth knowledge of government contracting for the position of Procurement Specialist.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- Counsel small businesses on federal, state, local, and tribal government contracting topics in person, over the phone, or using video conferencing software
- Conduct market research with clients to determine target agencies
- Assist clients with SAM registration
- Assist clients with California registration and certification
- Assist clients with certifications such as DBE, 8(a), HUBZone, SB/DVBE, WOSB, etc.
- Assist clients in finding bid opportunities and preparing bid responses
- Assist in the preparation of GSA federal supply schedule proposals
- Assist clients with SBIR/STTR or other Government Innovation Programs
- Assist clients with requirements for CMMC/NIST Cybersecurity
- Assist clients with mentoring/teaming programs such as Mentor Protégée and Joint Venture
- Conduct training workshops, public outreach efforts, and similar activities in support of program goals
- Interpret FAR, DFARs, as well as other federal, state, and local contracting regulations

MINIMUM QUALIFICATIONS:

- At least five years of experience providing government contracting assistance to businesses or five years of experience as a relevant government procurement-related employee
- Ability to use technology, including the Internet, PowerPoint, client database software like Neoserra, and video conferencing software like Zoom
- Must be able and willing to travel overnight several times per year

PREFERRED QUALIFICATIONS:

- Prior experience working for an APEX Accelerator or other federally funded small business assistance program
- Existing partnerships with Northern California business, construction, and minority organizations
- Relevant Master's degree from an accredited college or university

APPLICATION PROCEDURE:

Qualified applicants should submit the following via email to ula@apexnorcal.org:

1. Cover letter tailored to this position
2. Updated Résumé
3. Three professional reference contacts
4. [SPF Self-Identification Form](#)

Incomplete applications will not be considered.

For questions regarding this posting, email the Program Director at taylor@apexnorcal.org.

Application Review Date: Mon, September 30, 2024. Position will be open until filled.

One last thing...

We know that you are not a list of keywords and qualifications. We hire real-living people with voices and are excited to hear yours. If you have any questions about the application process, we'd be happy to help; email us at ula@apexnorcal.org.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://www.humboldt.edu/hr>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.