
Job Title	Procurement Counselor
PVN ID	LA-2510-007090
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	APEX Accelerator
Status	Full Time
Annual Salary	\$55,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Dec 31, 2025 (Or Until Filled)

General Description

Established in 1999, the LaGuardia Community College (LaGCC) APEX Accelerator (APEX) program is funded by cooperative agreement with U.S. Department of Defense. The program is dedicated to aiding businesses in Queens market their products and services to governmental entities at the Federal, State, and local levels. APEX is committed to streamlining the process of selling to the government, offering one on one procurement technical assistance and training workshops tailored to businesses of all sizes. This support extends to all Businesses. We also provide certification assistance with NYC, NYS, Service-Disabled Veteran Owned Small Businesses/Veteran Owned Small Businesses (SDVOSB/VOSB), and other federal disadvantaged Business certifications.

The position of Procurement Counselor at LaGuardia Community College APEX Accelerator is a full-time role that directly reports to the Director of APEX. The Counselor's duties involve personalized counseling sessions, facilitating support with Prime contractors, and assisting with City, State, and Federal contracting, along with handling day-to-day operational tasks related to government procurement services. These tasks encompass activities such as downloading solicitations, maintaining logs of correspondence and documentation, providing necessary statistics to the Director, and conducting research and correspondence as directed. Candidates will interact with government agencies, nonprofit organizations, and the local business community across various industries and designations.

Duties and Responsibilities:

- Develop, monitor, and maintain a marketing/outreach program to attain specific economic development and client-based goals, and actively recruit new clients within the APEX service area
- Establish and maintain effective working relationships with prime contractors, government agencies, resource organizations and associations, other APEXs, Chambers of Commerce, economic development entities, stakeholders, and other small business support organizations to garner support for sustaining and expanding initiatives linked to the APEX mission
- Serve as a Subject Matter Expert (SME) on various government contracting topics
- Maintenance of electronic client databases related to services rendered

- Develop and deliver government sector training seminars onsite and/or via webinar
- Perform web-based research and analysis for clients, Primes, and Government agencies
- Assist clients in locating bid opportunities
- Assist clients with bid, proposal preparation, contract interpretation, and certifications
- Assist clients in the interpretation of procurement regulations
- Represent the program at networking and other business events on-site and off-site
- Position may require out-of-state Travel less than 10%

Other Duties

- Other duties assigned by the Director

Qualifications

Minimum requirements:

- Education: Bachelor's degree from an accredited institution of higher learning (Required)
- Experience: Minimum of three (3) years of business-related work experience in finance, procurement, or counseling/ one-on one assistance.
- Technical Skills: Advanced proficiency with Microsoft Office applications, and CRM systems
- Communication: Excellent written and oral communication skills

This is a grant-funded, in-person, position with the option of some remote work. Appointments are subject to the availability of funding and satisfactory performance.

About LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York (CUNY). LaGuardia offers more than sixty associate degree programs and more than fifty workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 24,000 students. More than one-third of LaGuardia's degree-seeking students are born outside the United States; they come from 136 countries and speak 43 heritage languages. Sixty percent are first-generation college students.

Virtually all LaGuardia students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent of associate degree students are Hispanic. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in studies by Stanford University (2017) and the Brookings Institution (2020). Please visit www.laguardia.edu to learn more.