

**PTAC Program Coordinator**

The Rhode Island Commerce Corporation (Commerce RI) seeks an experienced individual to assume the role of Program Coordinator providing support for the PTAC Program Manager and the PTAC Government Contracts Counselors. Responsibilities will include managing the PTAC client database and website, assisting in event planning and management, assisting with report preparation, client surveys, and workshop preparation.

**Essential Functions:**

* Completes a broad variety of administrative tasks
* Manages special projects, including events and workshops
* Prioritizes projects and work load
* Acts as the main point of contact for initial client inquiries, new client registrations, and management of client data and registrations

**Core Competencies:**

* The desire to learn and the ability to apply the knowledge gained when working with clients
* Ability to work on multiple projects without losing focus
* Pays close attention to detail
* Takes initiative to find solutions and complete assignments
* Ability to adapt to various demands/situations.
* Comfortable working with clients, government staff, Congressional staff, and prime contractors.

**Professional Qualifications:**

* Strong organizational skills
* Knowledge of basic business procedures
* Strong interpersonal and written communication skills
* Demonstrated approach to problem-solving with decision making capability
* Highly resourceful team play, yet able to work effectively independently

**Preferred**:

Professional/technical degree or a Bachelor’s; minimum of two years’ experience in a support role; excellent computer skills, particularly Microsoft Office Suite; knowledge of contract laws, regulations, policies and procedures a plus.

Resumes will be accepted until posting closes; Friday, September 21st @ 4:00 p.m. Please submit a cover letter along with a professional resume via email to:

**Rhode Island Commerce Corporation**

**315 Iron Horse Way – Suite 101**

**Providence, RI 02908**

[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

**The RI Commerce Corporation is an Equal Opportunity Employer**