Government Procurement Program Coordinator (PTAC)

The Program Coordinator will manage the PTAC client database and website, coordinate communications & marketing, assist with event planning and management, assist with report preparation, client surveys, and workshop preparation. They will also be required to handle multiple tasks simultaneously; must be proficient in Microsoft Office with a strong working knowledge of Word, PowerPoint and Excel.

Essential Functions
• Completes a broad variety of administrative tasks
• Manages a variety of special projects, including events and workshops
• Completes critical aspects of deliverables with a hands-on approach
• Prioritizes conflicting needs; handles matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures

Qualifications
• Strong organizational skills
• Knowledge of basic business procedures
• Strong interpersonal and written communication skills
• Demonstrated approach to problem solving with decision making capability
• Resourceful team player, yet able to work effectively independently
• Prefer 4-year degree

To be considered, candidates must submit a cover letter along with a professional resume and salary requirements via email to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

The Rhode Island Commerce Corporation (the ‘Corporation’) is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.