



Marketing / Program Assistant

Description:

The Wisconsin Procurement Institute (WPI), a statewide non-profit organization, which assists Wisconsin businesses in their government procurement efforts, is seeking a qualified individual interested in working to support WPI's marketing and training efforts. It is essential that applicants possess excellent communication skills – both written and oral, a working knowledge of the Microsoft Office suite (Word, Excel and PowerPoint), ability to do research on the internet, and have a great attention to detail. Some knowledge of social media and marketing required. This is a full time position, part time will be considered. Some travel may be required.

Responsibilities:

- ✓ Assist in developing, creating and maintaining presentations, printed materials, websites, social media and related materials
- ✓ Provide support to WPI staff in preparation and execution of workshops and conferences
- ✓ Assist in maintaining records in support of client activity, outreach and training
- ✓ Perform market and client research in support of programs/events
- ✓ Provide general administrative support
- ✓ Other duties as assigned

How to Apply:

Please send resume and cover letter to Larry Herrera at larryh@wispro.org

About the Wisconsin Procurement Institute:

WPI is a non-profit organization that was established almost 30 years ago by Wisconsin's Congressman Les Aspin. The Wisconsin Procurement Institute's mission is to assist Wisconsin companies in securing Government sales. WPI has effectively assisted businesses throughout the State to acquire the technical knowledge, market intelligence and market access that is necessary to succeed in the Government market and win contracts.