



# Program Analyst

## Procurement Department

### Salary Range: \$36,000-\$42,000

*Excellent benefits package including health, dental, vision, retirement, life insurance and paid vacation & sick leave.*

Full-time position available to assist smaller companies in developing a market strategy to initiate or expand government sales.

Primary responsibilities of the candidate include:

- Meeting with companies to assess their current market position and capabilities.
- Developing a government marketing or business strategy.
- Provide technical assistance in-person, via phone and/or through online meetings/video conferences.
- Develop, facilitate, and present topics related to government marketing.
- Develop new services and training programs in response to company needs.

Required qualifications/skills:

- College level coursework is required in Business Administration, Marketing, Education, or another related field.
- Proficient in Microsoft Office Suite.
- Strong communication and public speaking skills.
- Strong attention to detail.
- Experience in internet-based research.
- Excellent customer service skills.

Preferred qualifications/skills:

- Commercial business experience in sales and marketing.
- Government marketing experience.

Applicants are expected to supply a letter of application elaborating on skills along with their resume by September 15, 2020 via mail or email to:

Amanda Owens, Human Resources Manager  
SEDA-Council of Governments  
201 Furnace Road, Lewisburg, PA 17837  
[aowens@seda-cog.org](mailto:aowens@seda-cog.org).

***SEDA-Council of Governments*** is a public development organization based in Lewisburg, PA, serving 11 central Pennsylvania counties. [www.seda-cog.org](http://www.seda-cog.org)

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