

**Public Procurement/Purchasing Intern:** Performs work for various aspects of buying, procuring and assisting in member services for Brazos Valley Council of Governments, dba: Purchasing Solutions Alliance (PSA). PSA is a nationwide cooperative purchasing alliance designed to lower costs for its members through cooperatively purchased contracts. These contracts range from office supplies to auto parts. This position assists the PSA manager to assemble Requests for Proposals, Requests for Information, Bids, Quotes and other common public purchasing documents. Serves as an editor of printed and online PSA marketing material. Assist PSA manager with gathering information, writing articles and developing the layout for web and content for social media.

Must have High School Diploma or equivalent and currently enrolled in a bachelor, associates or master's degree program and performing course work toward a degree in business, public administration, procurement, marketing, city, urban or regional planning, economics, public relations or a related field. Must be able to communicate well, orally and in writing, to prepare written descriptions, computer graphics, marketing materials, maps and summaries that effectively communicate the results of research, identified needs and recommended actions to a variety of audiences. Must be able to use a variety of Microsoft Office applications, including Word, Excel, Power Point and Outlook.

Salary: \$9.00 - \$ 10.00, depending on degree program