



About [Soft Skills Zone](#):

Soft Skills Zone, established in 2018, is a growing woman owned, veteran owned business that delivers soft skills training, credentialing, and coaching services to foster the development of individuals for professional and personal success. What are soft skills? Soft skills are people skills including effective communication, professionalism and work ethics, critical thinking, and teamwork.

A Harvard University study reports that 85% of job success comes from well-developed soft and people skills. Likewise, today's hiring officials and managers repeatedly say that technical hard skills (i.e., in STEM, logistics, construction, and business administration) are not enough. **Our part is to close the soft skills gap to present a well-rounded workforce with hard skills AND soft skills.** Now more than ever, leaders and employees need soft skills, and Soft Skills Zone is positioned to build a dedicated team of trainers and professionals to meet this growing demand.

Internship Opportunity for: Procurement Specialist (Unpaid with Benefits)

Job Description:

- Complete a [DISC Personality Profile Assessment test](#); receive feedback, [coaching](#), and training on DISC and on your findings
- Learn, understand, and be able to explain our service offerings to others
- Complete our soft skills trainings
- Interns can complete a soft skills assessment test and [earn a nationally recognized Essential Soft Skills credential](#)
- Conducts research for bid opportunities
- Prepares timely written responses back to requests for information (RFI), requests for quotes (RFQs), and request for proposals (RFP) initiated by issuing organizations in federal, state, and local government
- Prepares unsolicited proposals for our soft skills services to targeted audiences
- Conducts research and identify appropriate subcontracting opportunities with prime contractors and teaming partner opportunities
- Identify 2 – 3 bid opportunities that can benefit both parties (prime contractors/subcontractors and/to teaming partners)
- Schedule meetings with potential new partners
- Attend virtual pre-bid meetings, events, and conferences, as needed
- Co-facilitate meetings and capability briefings with potential new partners, as needed
- Keep records of and track emails and calls; record comments and actions taken
- Schedules and conducts follow up communication and correspondences
- Enters and tracks new relations with prime contractors and teaming partners



- Tracks new contracts
- Foster new business relations for new opportunities

Qualifications:

- Intern(s) must believe in [the Mission, Vision, and Goals](#) at Soft Skills Zone
- Best suited for individuals with knowledge and/or experience in/with:
 - A degree in Business Administration, Finance, Logistics or Supply Management, and Purchasing, Procurement/Acquisitions and Contracts Management, researching and finding suppliers that buy our services, gathering and preparing documents like quotes, proposals and purchase terms and conditions from suppliers, vendor outreach, negotiation, and contract administration and management, must be able to independently prepare submittal documents using Microsoft Office programs
- Skills needed include:
 - Relationship building with appropriate contact, research by keywords or codes to locate bid opportunities and contract award information on official government websites (i.e., beta.SAM.gov, usaspending.gov, Dynamic Small Business Search (DSBS), Federal Procurement Data System (FPDS)), reads solicitations and determines “go” or “no-go” for each one, able to write and tell a story in the response, writes what’s factual, motivational, visual, and inviting, detailed oriented, ensures quality, accuracy, and completeness of all submitted grant proposals, able to produce time sensitive documents , organizational skills: develop and maintain a master file of pending, existing, and past contracts, has knowledge of the Federal Acquisitions Regulation (FAR)

Part-Time: Up to 30 hours per week

Number of Openings: Multiple

Duration: Fall (September–December 2021); Spring (January-April 2022)

Employment Potential: Yes

Location: Remote or Hybrid

Records to: Emma Reynolds-Middleton, CEO

Program Information: Our interns are learners and trainees. As such:

1. Interns cannot displace regular employees
2. Interns are not guaranteed a job at the end of the internship (though we may decide to hire an intern at the conclusion of the experience)
3. Interns are not entitled to wages during the internship however benefits are available



4. We provide soft skills trainings to our interns, even if it somewhat impedes the work
5. Interns receive hands-on experience with processes used by us
6. Interns' assessments and soft skills trainings are intended to benefit the interns

Intern Benefits:

- Access to assessment tests for personal and professional growth and development
- Access to soft skills trainings and coaching
- Opportunity to earn [a nationally recognized soft skills credential](#)

Application Process: Forward your resume to Emma Reynolds-Middleton, CEO

- Email: emma@softskillszone.com
- Subject Line: **Interest: Internship – Procurement Specialist (Unpaid with Benefits)**