Job Opportunity

July 13, 2021

Title: Grants Manager (Extra Help – State School Garden Manager)
Location: Arkansas Department of Agriculture Marketing
Pulaski County/Little Rock

Hiring Authority:
Arkansas Department of Agriculture
#1 Natural Resources Drive
Little Rock, AR 72205
Phone: 501/219-6377
E-mail: sarah.lane@agriculture.arkansas.gov

Standard State of Arkansas employment application required.

Apply on line: http://arcareers.arkansas.gov

Entry Level Salary: $50,222
Grade GS09
Position #22088357
Req ID #9479

Open Until Filled

State’s Minimum Qualifications:

Education/experience requirements:
- The equivalent of a bachelor’s degree in business administration, accounting, or a related field.
- Four years of experience in the administration of grants, contracts, or related area.
- One year of supervisory or leadership experience.

Knowledge of:
- Grants, contracts, cost principles, and special funding programs.
- Grant implementation, monitoring, and fiscal control practices.
- State budgetary and accounting practices and procedures.

Ability to:
- Plan, organize, and direct the work of others.
- Develop, monitor, and evaluate grant program compliance.
- Prepare, present, and review oral and written technical information and reports.
- Communicate effectively orally and in writing.

Preferred Qualifications:
• Experience working at schools, early childhood education facilities, or alternative learning environments
• Experience developing and managing a school or community garden
• Experience managing projects and programs
• Experience educating adults and children
• Spanish or Marshallese language skills

This is a year long part-time (20 hours a week) grant funded position with an hourly pay rate of $24.15. Pending funding, the position could be extended.