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 in school and/or early childhood education settings.
• Experience with USDA federal feeding programs ex: NSLP, CACFP, SSO, SFSP, SBP.
• Experience working with farmers, local food grocery stores, cooperatives, distributors, and/or institutional buyers.
• Experience educating adults and/or children.
• Spanish or Marshallese language skills.

This is a year long part-time (20 hour a week) grant funded position with the possibility of extension, pending additional funding.