

Nevada Department of Agriculture-Position Opening

Food and Nutrition Division



Position title: Grant Project Manager
Location: Sparks, NV
Position type: 40-hour per week, temporary grant funded position. Position ends September 30, 2019.
Pay scale: \$29.65 per hour, non-benefited position

Position Purpose:

To manage and oversee the duties related to the USDA Team Nutrition Grant and USDA Administrative Review Training (ART) Grant. Both grants were awarded to the Nevada Department of Agriculture in 2016 with a strong emphasis on training for all sponsors operating the National School Lunch and School Breakfast Programs.

Essential Duties and Responsibilities:

- Oversee and manage the completion of all grant activities, including grant activities that have been sub awarded to outside entities
- Provide comprehensive project management for ART and Team Nutrition Grants
- Conduct and/or assist in conducting workshops and providing education and guidance to service providers and program applicants regarding grant requirements, policies, and procedures
- Coordinate with contracted trainers to facilitate trainings for school food service program operators
- Compile data, prepare, and submit reports regarding program activities and funding sources
- Some in-state travel is required, travel costs will be reimbursed according to GSA rules
- Communicate effectively via multiple modes of communication including phone, email, and in person.

Preferred Education and Experience:

Associate's degree from an accredited college or university. Professional grants experience; experience researching, developing, and implementing long-range grant program plans; experience managing fiscal aspects of grants and monitoring/enforcement of grant compliance or an equivalent combination of education and experience. Knowledge and experience with USDA funded programs such as the National School Lunch (NSLP) and School Breakfast (SBP) programs a plus.

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Relevant experience for this position includes:

Experience with grant implementation, development of programs, and tracking fiscal and reporting requirements, or, demonstrated experience leading and managing projects, particularly projects related to social services, health programs or education programs. Strong communication skills a must.

To apply, please send a resume and cover letter to:

Shawna Sabo
Administrative Assistant IV
Nevada Department of Agriculture
Food and Nutrition Division
405 South 21st street
Sparks, NV 89431

Or submit electronically via email to fnd@agri.nv.gov

APPLICATIONS MUST BE SUBMITTED BY DECEMBER 22, 2017.