JOB OPPORTUNITY
July 3, 2019

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<tr>
<th>TITLE LOCATION</th>
<th>ANNUAL SALARY POSITION #</th>
<th>APPLICATION MUST BE RECEIVED BY:</th>
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| Farm School Program Coordinator
Department: Administration
Location: Pulaski County/Little Rock | Entry Level Salary: $56,039
Grade GS10
Position #: 22177347 | July 12, 2019 |

**Hiring Authority:**
Deputy Secretary of Agriculture Cynthia Edwards
#1 Natural Resources Drive
Little Rock, AR 72205
Phone: 501/219-6362
Fax: 501/312-7051
E-mail: cynthia.edwards@agriculture.arkansas.gov

Standard State of Arkansas employment application required.

Apply on line:
http://www.arstatejobs.com

**STATE’S MINIMUM QUALIFICATIONS:**

**Education/experience requirements:**
- Equivalent of a bachelor’s degree in education, business administration, public policy, or a field directly related to the assigned program area
- Three years of experience in the field
- Two years in a supervisory capacity

**Knowledge of:**
- The administration and management of school nutrition programs and the federal and state guidelines governing them.
- Skills in researching, collecting, organizing, and managing data
- Supervisory practices and procedure

**Ability to:**
- Supervise staff
- Evaluate the effectiveness of existing program initiatives
- Plan, prepare, and conduct training and education programs and events
- Interpret apply federal and state laws and agency policy
- Apply problem-solving techniques to determine improvement and outcomes
- Communicate effectively through written and oral communication
- Collect and track data and report writing