



ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders
Governor

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Wes Ward
Secretary of Agriculture

AN EQUAL OPPORTUNITY EMPLOYER JOB OPPORTUNITY

May 24, 2024

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Agri Program Coordinator (Urban & Community Forestry Tree Equity Grants Coordinator)</p> <p>Arkansas Department of Agriculture Forestry Division/Management Statewide</p> <p>Hiring Authority: Arkansas Department of Agriculture 258 Lower Dam Pike Arkadelphia, AR 71923 Phone: 479/228-7929 E-mail: kristine.kimbrow@agriculture.arkansas.gov</p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: http://arcareers.arkansas.gov</p>	<p>Entry Level Salary: \$40,340</p> <p>Grade GS07</p> <p>Positions #22177151 Req ID #39674</p>	<p>Open Until Filled</p>

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education equivalent of a bachelor's degree in agriculture.
- Two years of experience in an agriculture program.
- One year in supervisory or leadership capacity.

Knowledge of:

- Supervisory practices and procedures.
- State and federal laws, and United States Department of Agriculture regulations applicable to services.
- Department policies and procedures.
- Principles and practices of organization and administration.

Ability to:

- Develop and maintain working relationships.
- Maintain accurate and orderly records.
- Organize and direct activities.

Preferred Qualifications:

- Agriculture degree and/or experience pertaining to urban and community forestry, natural resources, horticulture, or environmental science.
- ISA Certified Arborist.
- Experience in cultivating relationships among municipalities, non-profit organizations, community outreach groups, state/federal agency partners, and/or other groups.
- Knowledge of state and federal laws and regulations governing grant administration.
- Knowledge of state budgetary and accounting principles and practices.
- Proficient in Microsoft Word, PowerPoint, and Excel.
- Ability to prepare, present, and review oral and written technical information and materials.
- Ability to research, interpret, and apply state and federal laws and regulations governing grants administration.
- Ability to develop, monitor, and evaluate grant program compliance.