



CENTRAL ARKANSAS SPHIX FOUNDATION



September 10, 2024

## Employment Opportunities

OPEN POSITION – Program Manager / Grants Coordinator

PART-TIME POSITION

Closes: September 24, 2024

Send Resume and Application to [James.Lee@Casfgrants.org](mailto:James.Lee@Casfgrants.org)

### Description

This position provides technical support for USDA grant projects for the Central Arkansas Sphinx Foundation. Applicant should have experience in overseeing and managing Federal grant programs. The ideal candidate shall be responsible for planning, executing and overseeing mini grants distributed by CASF, and working with multiple grants coordinating activities, workshops, etc.

The position is a part-time contract position for a grant with a maximum time of 18 – 24 months.

Salary: Range is \$30 - \$40 per hour depending on experience

Duties include leading efforts to assist the community garden projects by working with the Community Garden Coordinators and Consultants.

This position reports directly to the Program Director. Other duties may be assigned in promoting the grant and its activities. ([www.Casfgrants.org](http://www.Casfgrants.org))

### **Minimum Requirements and Examples of Work**

- Must have practical experience in scheduling multiple events and workshops,
- Must have the ability to manage and process mini grants.
- Coordinate and manage monthly community garden team meetings.
- Ability to work with Finance and Budget personnel to develop and track payment processes with Clients.
- Keep accurate records and logs.

CASF  
CENTRAL ARKANSAS SPHIX FOUNDATION  
PHI LAMBDA CHAPTER  
ALPHA PHI ALPHA FRATERNITY, INCORPORATED



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- Create memorandums of agreement with all community garden participants.
- Provide monthly reports
- Experience in urban gardens or farming practices is a plus. Detail oriented. Must have own transportation.
- Effective verbal and written communication skills. Well-developed sense of urgency and follow-through.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

The Foundation may require employees to perform functions beyond those contained in the job descriptions. The CASF may modify job descriptions based on Foundation needs. The Central Arkansas Sphinx Foundation, Inc. is an **"at will"** employer.

***A criminal background check and drug test may be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.***

### U.S. Department of Agriculture (USDA) and Central Arkansas Sphinx Foundation, Inc.

#### Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632- 9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).