



### Children's Commission Project Manager

The Project Manager performs administrative and professional work in conjunction with the Nevada Children's Commission. The incumbent has a proven ability to work independently with direction from their supervisor, has an understanding of Open Meeting Law and Nevada Revised Statutes (or is willing to learn), and is able to lead public meetings in accordance with the law. As such, the incumbent must have strong public speaking skills.

This position will assist with the planning and development of the Nevada Children's Commission meeting agendas and goals. The incumbent will research and evaluate existing programs and policies, identify community and financial resources, and work with sub-committees to assist with the development and revision of Commission documentation to include strategic plans, policy and procedures in compliance with federal regulations and state laws, analyze and interpret federal regulations and state laws, gather input from program personnel and other interested parties, coordinate with stakeholders, and draft correspondence for Commissioners, administrators, and officials.

The Project Manager will serve as a liaison with local, State, and federal officials regarding the Commission and will be able to provide technical guidance to service providers within or outside the Commission, and explain policies, procedures and applicable regulations.

The incumbent shall perform related duties as assigned.

The incumbent shall report to the Administrator of the Division of Child and Family Services or their designee.

\$23.84 per hour. Up to 20 hours per week.

If interested please submit your resume to [kroose@dcfs.nv.gov](mailto:kroose@dcfs.nv.gov)