



Las Vegas Office:
2300 East St. Louis Ave.
Las Vegas, NV 89104-4211
(702) 668-4590
Fax (702) 668-4567

Elko Office:
4780 East Idaho Street
Elko, NV 89801-4672
(775) 738-8076
Fax (775) 738-2639

DEPARTMENT OF AGRICULTURE

405 South 21st Street
Sparks, Nevada 89431-5557
Telephone (775) 353-3601 Fax (775) 353-3661
Website: <http://www.agri.nv.gov>

UNCLASSIFIED JOB ANNOUNCEMENT **Industry and Global Trade Coordinator** March 14, 2025

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This is a full-time, unclassified position that is appointed by and serves at the pleasure of the Director of the Nevada Department of Agriculture (NDA).

AGENCY RESPONSIBILITIES:

The NDA's mission is to preserve, protect and promote Nevada agriculture. Through its five divisions Administrative Services, Animal Industry, Measurement Standards, Food and Nutrition, and Plant Health and Compliance and 225 dedicated employees, the NDA supports agriculture and food manufacturing industries while also ensuring a safe food supply, protecting, and promoting the livestock industry of the state of Nevada, worker safety through regulatory and administrative practices, and public and environmental health. The NDA also provides oversight for the United States Department of Agriculture's school and community nutrition food distribution programs, ensuring food security for all Nevadans.

POSITION DESCRIPTION:

The Industry and Global Trade Coordinator provides professional services and activities to protect and promote Nevada's agriculture and food industry including creating Nevada's best practices in business development involves actively seeking new employers and companies to relocate to or expand in Nevada, while developing and maintaining collaboration with state partners, business partners, commissions, councils, and other entities. This role also includes managing the global trade program, which encompasses initiatives like the USDA Marketing Access Program (MAP), the Western United States Agriculture Trade Association (WUSATA), and the United States Livestock Genetic Export, Inc. (USLGE), along with planning and executing international trade missions that require frequent travel. Additionally, it involves providing support for international trade shows and missions, offering international buyer opportunity leads to Nevada companies, and delivering in-country support to international contacts. Finally, managing the paid WUSATA internship program on global trade, including training and evaluation, is an integral part of this multifaceted role.

TO QUALIFY:

Candidates for this position must possess a bachelor's degree in a business-related field (i.e. international business, economics, management, marketing) and five years of experience in global trade, economic development, or international marketing; or equivalent combination of education and experience.

JOE LOMBARDO
Governor

STATE OF NEVADA
DEPARTMENT OF AGRICULTURE

J.J. GOICOECHEA, DVM
Director

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Preferred experience in managing outbound/inbound trade missions, international trade shows, customer relations and public presentations and good knowledge of the agriculture and food industry in Nevada, strong written and verbal communication skills, experience using WiserTrade, Euromonitor, Trade Lead Systems, and use of Microsoft Office Suite, to include MS Excel, Word and PowerPoint. Second language preferred.

LOCATION:

Sparks, Nevada.

APPROXIMATE ANNUAL SALARY:

Up to \$109,688 plus benefits* (Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.)

BENEFITS:

Medical, dental, vision care, life and disability insurance programs are available; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the Department of Administration's Division of Human Resource Management, the Nevada Public Employees Benefits Program, and the Public Employees Retirement System of Nevada.

APPLICATION SUBMITTALS WILL BE ACCEPTED UNTIL POSITION IS FILLED

All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process. All submittals shall include a cover letter, resume, and the name, address, email address, and telephone number for five professional references.

SUBMIT RESUMES/DIRECT INQUIRIES TO:

Julieanna Hendrix, Executive Assistant, jhendrix@agri.nv.gov

In subject line please reference: Industry and Global Trade Coordinator/How you heard about this position.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.