



NEW JERSEY DEPARTMENT OF AGRICULTURE
 200 RIVERVIEW PLAZA
 P.O. BOX 330
 TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

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| TITLE: TES Website Content Coordinator (Temporary employment through temp agency, 35 hours per week, approximately 11 weeks) | ANNOUNCEMENT #: 06-26 | ISSUE DATE: 03/10/2026 CLOSING DATE: 03/24/2026 |
| SALARY: \$25.00/hr. | | <input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC |
| LOCATION: Trenton, New Jersey | | |

JOB DESCRIPTION

Under the direction of the Chief of Staff and in close coordination with designated NJDA IT staff, the Website Content Coordinator is responsible for reviewing, updating, and maintaining accurate, high-quality content on the NJDA public website. The position ensures that all website materials—including documents, links, graphics, and announcements—are current, accessible, and aligned with departmental goals. This individual will work directly with Department Content Managers, following prioritization and guidance from the Chief of Staff, to gather accurate information and make timely content updates.

Key Responsibilities

- Collaborate closely with the Chief of Staff to identify, prioritize, and execute website updates.
- Coordinate with NJDA IT staff to troubleshoot website issues, resolve broken links, replace outdated content, and ensure content accuracy.
- Work with Department Content Managers to obtain updated materials, verify accuracy, and ensure compliance with NJDA standards.
- Upload, update, and maintain web content, including documents, images, links, forms, and program information.
- Ensure all website content maintains consistency with NJDA branding and communication requirements.
- Review website pages regularly to ensure content is accurate, accessible, and functioning correctly.
- Maintain version control and adhere to NJ State OIT web presence guidelines.
- Assist in documenting content updates and coordinating with IT for technical corrections when needed.
- Monitor feedback regarding web content and resolve issues or escalate when appropriate.

Required Skills & Experience

- Experience working with website content management systems such as opentext and TeamSite.
- Strong attention to detail with the ability to verify and curate accurate content.
- Ability to collaborate effectively with multiple departments, senior leadership, and IT staff.
- Identify, troubleshoot, and resolve broken links across web properties to ensure a seamless user experience.
- Review and analyze page structures using browser developer tools to locate issues within tables and structured content.
- Apply basic semantic HTML knowledge to correct markup and maintain content integrity.
- Communicate technical findings clearly to team members with varying levels of technical experience.
- Document recurring issues and recommend process improvements to prevent future errors.
- Maintain attention to detail while managing multiple updates across various sections of the site.
- Ability to manage multiple updates simultaneously and meet deadlines set by the Chief of Staff.
- Basic understanding of web accessibility standards and content organization.
- Ability to troubleshoot minor content-related issues and escalate technical issues appropriately.

Benefit: This position may be eligible to apply for telework.

REQUIREMENTS

SKILLS/EXPERIENCE: In addition to skills and experience as outlined in the above job description, previous office experience is a plus; excellent communication, critical thinking, and organizational skills are highly important.

EDUCATION: Graduation from an accredited college or university with an Associate's degree in web design, web development, or information technology, or a closely related field.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with a resume. Failure to comply with these requirements may result in ineligibility.

FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission, and failure to submit the required evaluation may result in an ineligibility determination. For additional information, please refer to the Civil Service Commission's website at: <https://www.nj.gov/csc/>

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility is necessary to perform the essential duties of the position.

AUTHORIZATION TO WORK: The selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

SAME PROGRAM INFORMATION

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://www.nj.gov/csc/about/divisions/eeo/>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

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