



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



NOTICE OF JOB VACANCY

REVISED

TITLE: Program Specialist Trainee (Regional Farmland Preservation Program Coordinator)	ANNOUNCEMENT #: 25-26	ISSUE DATE: 5/07/2026 CLOSING DATE: 6/29/2026
SALARY RANGE: \$51,479.83-\$53, 807.27	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC	
LOCATION: State Agriculture Development Committee (SADC), Trenton, NJ (New Jersey Farmland Preservation Program)		

JOB DESCRIPTION

Under the close supervision of a supervisory official within the State Agricultural Development Committee (SADC), the selected candidate will receive comprehensive training to become an integral part of our dynamic and seasoned Farmland Preservation Team. This role involves providing essential program support for the New Jersey Farmland Preservation Program (FPP), learning to manage application processes, and assisting in the planning, operation, implementation, and evaluation of preservation priorities. Core responsibilities include interpreting complex legal and real estate documents, maps and data; identifying program needs; reviewing and preparing grant applications; assisting in the preparation of educational and procedural materials related to program functions, statutes, policies, and regulations; and coordinating with local county agricultural development boards, Municipal Agriculture Advisory Committees, and nonprofit entities. This position requires meticulous organization, the ability to prioritize work effectively, and the capacity to perform essential outdoor fieldwork assessing farmland and consulting with owners/operators to provide meaningful guidance tailored to their business needs.

NOTE: The ideal candidate will have experience in land preservation, strong communication skills for engaging with a wide range of audiences, and the ability to work effectively in both office and varying outdoor conditions. Having knowledge of woodland used for agricultural, silvicultural, or horticultural use and production is also a plus, but not necessary.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

EDUCATION: Graduation from an accredited college or university with a Bachelor’s degree.

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. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

OR

EXPERIENCE: Four (4) years of professional experience relevant to the position.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Program Specialist 1. The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

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: Selected candidates 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 must 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 seven 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://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

BENEFITS*

*Pursuant to the State/Department’s policy, procedures and/or guidelines

Statewide benefits include:

Deferred Compensation

Health and Life Insurance

Paid Time Off

State Holidays

Flexible and Health Savings Accounts (FSA) (HSA)
Alternate Work Week available for some positions

Up to \$250 in rewards for Wellness Program
Telework available for some positions

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer