



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



## NOTICE OF JOB VACANCY

<b>TITLE:</b> TES Website Maintenance & Content Specialist (Temporary Employment Services – 944 hrs. per fiscal year, 35 hours per week, approximately 12 weeks)	<b>ANNOUNCEMENT #:</b> 19-26	<b>ISSUE DATE:</b> 4/24/2026 <b>CLOSING DATE:</b> 5/10/2026
<b>SALARY:</b> \$30.00/hr.		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
<b>LOCATION:</b> 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.

The individual will be employed with 22<sup>nd</sup> Century Consulting who will subcontract to the Department of Agriculture.

If person(s) has applied for previous “TES Website Content Coordinator” position “Announcement #: 06-26”, you need not reapply for this position.

#### 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- Coordinate with NJDA IT staff to troubleshoot website issues, resolve broken links, replace outdated content, and ensure content accuracy.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 functions 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

- Must understand HTML/CSS to troubleshoot, locate specific content, and maintain content integrity.
- Hands-on experience managing WordPress websites, including familiarity with themes, plugins, and content workflows.
- Proven experience identifying and resolving broken links and content-related issues across large websites.
- Experience integrating multimedia content (video, images, live feeds) into web platforms.
- Understanding of web accessibility standards and best practices for content organization.
- Ability to analyze page structure using browser developer tools to identify and resolve issues.
- Strong attention to detail with the ability to manage multiple updates simultaneously.
- Excellent communication skills, with the ability to translate technical findings for non-technical stakeholders.
- Experience collaborating across teams, including IT, communications, and program staff.

### 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, 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](mailto: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](mailto: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](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**BENEFIT(S)\***

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

TES benefits include Earned Sick time

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