

EXTENDED DATE

POSTING NUMBER: HR19-0070

ISSUE DATE: August 23, 2019

TITLE: Program Manager (Unclassified)
(Government Representative 2)

CLOSING DATE: October 15, 2019

DIVISION / OFFICE / UNIT: Division of Housing and Community Resources
Office on Homelessness Prevention

SALARY RANGE: \$70,000 - \$85,000

NUMBER OF POSITIONS: 1

LOCATION: 101 South Broad Street, Trenton, NJ

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

The NJ Department of Community Affairs seeks an experienced, mission-driven professional to serve as a Program Manager in the new state Office on Homelessness Prevention. Reporting to the Director of the Office, the Program Manager will:

- Assist the Director in guiding the development of a state plan to address homelessness, including assistance in facilitation of stakeholder and Advisory Task Force meetings
- Support the implementation of the state plan, including assisting in strategic planning for programs, projects and initiatives to address homelessness in NJ, and managing those programs once launched
- Produce draft plans, reports, policy briefs and other written communications
- Collect and analyze data related to homelessness to produce reports and recommendations
- Administer contracts as needed with community-based organizations to carry out Office initiatives, including developing Requests for Proposals, monitoring compliance and evaluating performance
- Keep current with national research and practices related to homelessness, and serve as a resource for stakeholders
- Prepare and deliver presentations and other communications regarding Office policies and initiatives in a variety of venues

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION: Graduation from an accredited college or university with a bachelor's degree

EXPERIENCE: Three (3) years' experience in developing and/or managing programs addressing homelessness

KNOWLEDGE AND ABILITIES:

- Knowledge of current research, national best practices, and federal and state programs and regulations impacting homelessness assistance
- Familiarity with the landscape of homelessness programs in NJ, as well as knowledge of populations impacted by homelessness
- Experience in collecting and analyzing data
- Excellent written and verbal communication skills

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

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0070
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer