

POSITION DESCRIPTION: PROGRAM OFFICER ASSISTANT (2 positions)



The NJ Historic Trust (NJHT) is an in-but-not-of agency affiliated with the Dept of Community Affairs, State of New Jersey whose primary mission is to award and manage matching grants to nonprofits and entities of gov't for historic preservation purposes. The NJHT is searching for two entry level historic preservation specialists to assist the program officers on staff in administering the state's planning and capital grant program.

These positions are hourly, processed through an employment agency, with expectation that full-time positions with full state employee benefits will be offered within the year. The salary range is \$27 - \$30/hour.

Each position is for 30-35 hour workweek, reporting in-person to 101 South Broad Street, Trenton, NJ.

Education

Master's Degree in Historic Preservation or related field.

A valid NJ Driver's license is required.

Must show proof of vaccination and willing to work in an office environment.

Desirable Experience

The ideal candidate will be self-motivated and enthusiastic, have excellent communication skills, pay very close attention to detail, be well organized and efficient, and will not hesitate to ask questions.

Applicants must be comfortable with technology, including virtual meeting platforms, and be proficient in Microsoft Office (Outlook, Word, Excel, Access Databases, etc.).

Experience involving contract/grant work, project financing, construction management, fiscal administration, and/or budget and management operations of a government, nonprofit or business entity is desirable.

Knowledge of the Secretary of the Interior's Standards for the Treatment of Historic Property and in their application.

Major Duties

Under direction of the Executive Director and program officers, reviews preservation grant applications to determine completeness, and reviews project and fiscal documentation received from grant recipients. (examples may include Historic Structure reports, Preservation Plans, Construction Documents) and assists in the preparation of project budgets. Candidate may also periodically attend on-site project meetings.

Tasks

Under supervision of program officers, specific tasks may include but not be limited to:

- Preparation of grant agreements (contracts) and correspondence via Mail Merge
- Create and maintain Excel spreadsheets for the grant program
- Assist in grant round coordination (including but not limited to facilitating use of DropBox, preparing scoresheets and grant evaluation forms using Mail Merge, compiling grant history using the Access database and office files, and coordinating with Program Officers)
- Assists in grant workshop preparation (event registration and reminders, PowerPoint presentations, and coordination with workshop attendees) and run fiscal reports using the database
- Data entry (utilizing the Access database to log in new applications and update existing grant files)
- Oversee and prepares obligations, purchase orders, invoices, or other forms for payment for transmittal to DCA Fiscal Office. Tracks DCA/Treasury actions on spending requests.
- Assist with routine administrative work including filing and periodic phone coverage

Please submit a resume, and any documents along with a letter of interest, including a phone number and email address, to:

**Dorothy P Guzzo
Executive Director / New Jersey Historic Trust
PO Box 457, Trenton, NJ 08625**

Or via email: Dorothy.guzzo@dca.nj.gov

For more information on the New Jersey historic Trust, visit our website:

[New Jersey Historic Trust \(nj.gov\)](http://New Jersey Historic Trust (nj.gov))