



DIVERSITY INITIATIVE HOURLY POSITION

at

New Jersey Historic Preservation Office



Location: 501 East State Street, Station Plaza 5, 4th fl., Trenton, NJ
(1 Block from the Train Station & US Route 1, Travel by car or NJ Transit or Septa)

Hours: Flexible (2 to 5 days per week up to 900 hours per year)

Pay: \$20.00 - \$40.00 per hour

(Hourly rate determined by experience and education)

The Historic Preservation Office is seeking a qualified individual to administer a program of historic property survey that focuses on the identification and documentation of historic properties representing the cultural, ethnic, and racial diversity of New Jersey. The historic property surveys will culminate in the development of National Register nominations including the preparation of Multiple Property Documentation Forms.

Administration of the program will involve identifying grant opportunities at the federal and state levels that could be leveraged to fund the necessary surveys, applying for applicable grants, and administering any grants received. The candidate will be expected to identify, consult, and collaborate with community groups with special knowledge of the history of underrepresented communities in the development of survey scopes.

Education: Candidates must possess a Bachelor's degree in history, architectural history, or closely related field AND have completed coursework toward a graduate degree in history, architectural history, or closely related field.

Required experience:

- Experience in developing historic contexts
- Experience in architectural survey of historic properties
- Experience in applying the National Register of Historic Places eligibility criteria
- Experience working with sites of Black, civil rights, or social justice heritage is highly desirable
- Experience (2-4 years) combining project management, community engagement, teaching, and managing long-term complex partnership projects is highly desirable.

Knowledge, Skills, and Abilities

- Knowledge of principles, methods, and practice of historic research
- Knowledge of principles, methods, and practice of historic preservation
- Knowledge of the New Jersey and National Registers of Historic Places rules, regulations, guidelines, and requirements
- Knowledge of principles, concepts, methods, and practice of developing historic contexts
- Knowledge of principles, methods, and practice of architectural survey
- Ability to communicate effectively verbally and in writing

To Apply: Interested candidates should email a letter of interest and resume to:

Meghan Baratta at meghan.baratta@dep.nj.gov