Title: Program Specialist Trainee

Posting Number: COS-2022-12

Open to: General Public

Workweek: NE (35-hour) Workweek

Salary: (P95) $46,431.86 (Non-Negotiable)

Opening Date: 8/9/2022

Closing Date: 8/23/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Office of the Chief of Staff
Communications
Office of Communications
401 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to applicants that meet the requirements below.

Description: Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

Specific to the Position: Social Media Coordinator: Assist in managing and producing content for the department's social media pages. Oversee and moderate social media accounts across the department. Research and respond to messages and comments from the public on a variety of topics. Press Coordinator: Monitor responses to press releases by the news media. Research, prepare and present draft responses to inquiries. For requests for interview: Communicate with individual unit heads to determine best staff person to speak with a reporter on a given topic. Press Releases: Independently prepare draft press releases for announcement of events. Graphic Design: Plan and develop informative graphics to further demonstrate the goals of the department. Graphics may include photos collected in the field to further illustrate the work. Special Projects: Perform complex and sensitive administrative analytical and professional work on projects that promote the operation of the programs. Identify strategies to convey technical information through graphics, graphs, and spreadsheets. Develop proposals to help increase the departments communication with the public. Review, analyze and prepare written materials. Maintain essential records for projects which will be needed moving forward with long term projects. Assist in the planning and implementation of program outreach, workshops, and virtual public meetings.
Preferred Skill Set: Ability to publish posts to transmit intended message clearly and comprehensively, interest in post continue to grow and number of followers continue to increase. Ability to answer questions from the public receive response in a timely and accurate manner; Can successfully communicates with appropriate staff to comprehend the issues being highlighted and the optimal message to convey. Appropriate photographs selected to accompany the press release. Ensuring graphics are attractive, informative, pertinent to the message and serve a useful purpose on social media, webpages, videos, brochures and other printed media;

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.

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 essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:
Melissa Burk-Pocino
Office of the Chief of Staff
E-mail Address: EXECUTIVE.Resumes@dep.nj.gov
Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
Please indicate how you heard about the position in the body of the email

Posting Authorized By:
Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.