



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 55-24
(Pending Approval)

Posting Period: From 04/01/2024 To 04/22/2024

Title: Program Specialist Trainee
(Recruiter)

Salary: (P95) \$48,056.98 - \$50,229.66

Number of Vacancies: 3

Workweek: NE

Program: Youth Challenge Academy

Work Location: NJ National Guard Training Center,
100 Camp Drive, Sea Girt, NJ 08750

Scope of Eligibility: Applicants will be accepted from all New Jersey Department of Military and Veterans Affairs employees & Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

NOTE: All successful candidates will be required to undergo and pass a criminal and sex offender background check prior to the start date of employment.

Job 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 in interviewing, screening, and evaluating candidates from various sources to achieve recruiting goals. Plans and performs recruiting activities. Develops information sources for enrollment into the New Jersey Youth Challenge Academy program. Makes in-person and virtual presentations to educators to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective cadets. Informs interested persons of obligations, academic structure, educational and training opportunities and other benefits. Plans and coordinates sales promotional projects using media such as direct mail and social media presentations. Presents New Jersey Youth Challenge Academy orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of interests. Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Plans for and accompanies groups on tours of installation. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, business and industry officials to enhance the prestige of the New Jersey Youth Challenge Academy in the community. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs.

Civil Service Commission Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit a copy of degree or final unofficial transcripts, which indicates the date your degree was conferred, and the type of degree awarded. Failure to submit proof of bachelor's degree with your resume may result in your ineligibility.*

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Advancement: Applicants must successfully complete the required twelve-month training period to be eligible for advancement to the title Program Specialist 1, in accordance with NJ Civil Service Commission procedures. The inability of an employee to attain a level of performance warranting advancement to the title listed above should be considered as cause for separation.

Resume Note: Eligibility determinations will be based upon information presented on the resume only along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide

an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

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 citizenships to the United States.

Veterans' 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>.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.