



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

November 23, 2020

NOTICE OF JOB VACANCY

#20-260

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Program Specialist 2
(Education and Training Specialists)

SALARY: \$54,684.00 to \$77,418.81

LOCATIONS: Division on Civil Rights
Education and Training Unit
140 East Front Street
Trenton, New Jersey 08625

OR

Division on Civil Rights
Education and Training Unit
31 Clinton Street, 3rd Floor
Newark, NJ 07102

Division on Civil Rights
Education and Training Unit
1325 Boardwalk
Atlantic City, NJ 08401

OR

Division on Civil Rights
Education and Training Unit
5 Executive Campus
Cherry Hill, NJ 08034

Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Two (2) – Location preference required for consideration.

The Division on Civil Rights is charged with enforcing the New Jersey Law Against Discrimination and preventing and eliminating discrimination and bias-based harassment in New Jersey. The Education and Training Unit is focused primarily on educating members of the public, employers, housing providers, places of public accommodation (including K-12 schools), community leaders, and other stakeholders on what the New Jersey Law Against Discrimination requires.

DUTIES: Under the direction of the Director of Education and Training, the Education and Training Specialists will work to create and provide high quality trainings on the Law Against Discrimination, unconscious bias, all anti-bias matters, and other important civil rights issues. These specialists will also schedule and plan trainings, conceptualize and write curricula to support trainings, create training materials, create informational resources for members of the public, represent the Division across the State, and work with other State agencies to support the mission of the Division; perform other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants who can demonstrate a strong knowledge of, commitment to, and experience with the civil rights laws enforced by the Division and/or federal and state civil rights' laws, and a commitment to a New Jersey free of discrimination. Preference will also be given to those who have experience with anti-bias facilitation (education-related and/or corporate-related), anti-bias training development, curriculum development and/or writing, public speaking and navigating difficult subject matter as a presenter. Other preferred skills are organization, multitasking, clear communication, diplomacy, lifelong learner, optimism, listening and people skills.

WRITING SAMPLE: Applicants are required to submit a writing sample, ideally in the form of a presentation or curricula, that is unedited by others.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #20-260 with desired location preference, a current resume, and a writing sample, as identified above, on or before the closing date of December 14, 2020 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety 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

