



# State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

## November 23, 2020 NOTICE OF JOB VACANCY #20-263

An opportunity currently exists 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 3  
(Education and Training Lead Curriculum Specialist)

**SALARY:** \$68,635.84 to \$97,643.83

<b>LOCATIONS:</b> Division on Civil Rights Education and Training Unit 140 East Front Street Trenton, New Jersey 08625	<b>OR</b>	Division on Civil Rights Education and Training Unit 31 Clinton Street, 3 <sup>rd</sup> Floor Newark, NJ 07102
Division on Civil Rights Education and Training Unit 1601 Atlantic Avenue, 6th Floor Atlantic City, NJ 08401	<b>OR</b>	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:** One (1) - 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 Lead Curriculum Specialist will lead Education and Training Specialists in all matters of writing curricula, including but not limited to, conceptualizing and writing curricula to support trainings and for use by employers, housing providers, and places of public accommodation (including K-12 schools). This specialist will also create written training materials; create informational resources for members of the public; schedule and plan trainings; and create and provide high quality trainings on the Law Against Discrimination, all anti-bias matters, unconscious bias, and other important civil rights issues. This specialist will also represent the Division across the state and work with other state agencies to support the mission of the Division; performs other related duties as required.

### REQUIREMENTS

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

**EXPERIENCE:** Three (3) 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 curriculum development and writing, a commitment to a New Jersey free of discrimination, and experience with the civil rights laws enforced by the Division and/or federal and state civil rights' laws. Preference will also be given to those who have experience with anti-bias facilitation (education-related and/or corporate-related), anti-bias training development, public speaking and navigating difficult subject matter as a presenter. Other preferred skills are organization, multitasking, clear communication, diplomacy, lifelong learner, optimism, active 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 may result in your ineligibility.

*If qualified, please send a cover letter indicating interest in job vacancy #20-263 with desired location preference, a current resume, and a writing sample, as identified above, on or before the closing date of December 30, 2020 to:*

Recruitment Coordinator:  
[LPS.Humanresources@njoag.gov](mailto: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.

