



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

December 22, 2020 NOTICE OF JOB VACANCY #20-301

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 2
(Community Relations Specialist)

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

LOCATION: Division on Civil Rights
Community Relations & Outreach Unit
140 East Front Street
Trenton, New Jersey 08625

OR

Division on Civil Rights
Community Relations & Outreach Unit
31 Clinton Street, 3rd Floor
Newark, NJ 07102

Division on Civil Rights
Community Relations & Outreach Unit
1601 Atlantic Avenue, 6th Floor
Atlantic City, NJ 08401

OR

Division on Civil Rights
Community Relations & Outreach 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.

DUTIES: 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 Community Relations Unit seeks to prevent acts of discrimination and bias-based harassment through education and community engagement and to work directly with impacted communities after civil rights incidents occur. Under the direction of the Director of Community Relations, the Community Relations Specialist will carry out a strategic community outreach and communications plan for DCR, including drafting, editing, and reviewing social media posts; website content; outreach materials for strategic and community relations initiatives and events; newsletters, brochures and publications; marketing materials and other materials for DCR’s public campaigns, all in an effort to elevate the conversation around civil rights in New Jersey while managing communications and outreach related data research and algorithms. The Community Relations Specialist will also work with stakeholders in various communities to plan conferences, town halls, programs and events to prevent bias and discrimination; develop programs responsive to different communities’ and different stakeholders’ needs; and provide high quality resources to members of the public while building strategic partnerships and responding ethically and swiftly and balancing priorities in a sometimes quickly changing landscape.

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: Appointee will be required to possess a driver’s license valid in New Jersey.

PREFERENCE: Preference will be given to applicants who are able to read, write, speak, understand, communicate, translate and transcribe in Spanish and English sufficiently to perform the duties of this position. Please indicate your bilingual abilities in your cover letter or email when applying. Preference will also be given to applicants who demonstrate a strong commitment to civil rights or social justice; strong prior experience in communications, marketing, outreach, or a similar field; excellent written and verbal communications skills, especially the ability to translate complex legal issues in a way that is understandable to all members of the public; demonstrated experience in social media and community program marketing; strong diplomacy, listening, advocacy and people skills; excellent organizational skills/ability to manage multiple outreach projects at one time; ability to identify and advance new strategies for injecting civil rights issues into daily discourse while amplifying our community engagement program efforts and helping shape the civil rights narrative.

WRITING SAMPLE: Applicants are required to submit a writing sample, ideally in the form of a marketing or communications piece or presentation, 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 announcement #20-301 with desired location preference, bilingual abilities in Spanish and English, a current resume, and a writing sample, as identified above, on or before the closing date of January 22, 2021 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.

