



# 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*

**April 13, 2021**  
**NOTICE OF JOB VACANCY**  
**#21-153**

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

**LOCATION:** 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, 3<sup>rd</sup> Floor  
Newark, NJ 07102

Division on Civil Rights  
Education and Training Unit  
1601 Atlantic Avenue, 6<sup>th</sup> Floor  
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 a proactive unit that is focused 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. The unit is also focused on educating members of the public on the origin of bias and best practices on how to prevent bias from happening. Education and Training Specialists will work to create and provide high quality trainings on all anti-bias matters, important civil rights issues, and any other issues pertaining to the Law Against Discrimination. 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. Travel within New Jersey to present trainings will be required, as will the ability to use technology to advance educational goals.

**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 are community facilitators and/or educators who understand the nuances of having difficult conversations about topics that are personal and upsetting in so many different ways. Preference will also 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 effective 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, tact and diplomacy, lifelong learner, optimism, clarity, 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 announcement #21-153 with desired location preference, a current resume, and a writing sample (REQUIRED), as identified above, on or before the closing date of April 28, 2021 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

