



State of New Jersey

PHILIP D. MURPHY
Governor

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

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WILLIAM H. CRANFORD
Chief Administrative Officer

July 21, 2021

NOTICE OF JOB VACANCY #21-260

This is a repost of vacancy announcement #21-80; previous applicants need not reapply

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
(Community Relations Lead Mediator)

SALARY: \$70,008.56 to \$99,596.69

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

OR

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

Division on Civil Rights
Community Relations Unit
1325 Boardwalk
Atlantic City, NJ 08401

OR

Division on Civil Rights
Community Relations 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 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.

DUTIES: Under the direction of the Director of Community Relations, the Community Relations Lead Mediator will respond in communities following major civil rights incidents, including through mediation, restorative justice practices, and community dialogue, and will train and work with other Community Relations Specialists to do the same. The Lead Mediator will also develop programs responsive to different communities' and different stakeholders' needs; provide high quality presentations, workshops, trainings, and resources to members of the public; and represent the Division at public forums and community events across the state. As members of the Civil Rights Incident Response Team, this position will also require some non-traditional business hours and travel within the State; perform 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 with substantial experience in mediating complex community conflicts and disputes; strong relationships with community organizations working with people of color, LGBTQIA+ people, ethnic and religious minorities, people with disabilities, immigrants, and/or other Division stakeholders; strong public speaking and presentation skills; strong diplomacy, listening, and people skills.

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 #21-260 with desired location preference and a current resume on or before the closing date of July 27, 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.

