



State of New Jersey

PHILIP D. MURPHY
Governor

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

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

December 16, 2021 NOTICE OF JOB VACANCY #21-445

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Program Specialist 2
(Community Relations Specialist)

SALARY: \$56,893.23 to \$80,546.58

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

OR

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

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, New Jersey Family Leave Act and Fair Chance Housing Act 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 Specialist will act as a liaison to the Asian American and Pacific Islander (AAPI) communities and will work with stakeholders to plan conferences, town halls, programs, and events to prevent bias and discrimination; provide high quality presentations, workshops, trainings, and resources to members of the public; represent the Division at public forums and community events across the state; respond in communities following major civil rights incidents, including through mediation, restorative justice practices, trauma informed practices, and community dialogue; and contribute to DCR's digital communications and marketing, including by drafting, editing, and reviewing social media posts, website content, outreach materials, newsletters, brochures, and marketing materials; may require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities; performs other related work 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 commitment to civil rights work. The ideal candidate for this position is a dynamic, experienced community relations professional with strong experience in the AAPI community and also in outreach or communications. Excellent interpersonal, written and verbal communications skills are vital, especially the ability to engage with diverse populations and to translate complex legal issues in a way that is understandable to all members of the public. Must also have demonstrated experience in social media; strong organizational skills, and ability to manage multiple projects at one time; strong public speaking and presentation skills; strong diplomacy, listening, and people skills; experience planning conferences and events; and experience in using technology to advance educational, advocacy, or outreach efforts.

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 #21-445 with desired location preference and a current resume on or before the closing date of January 16, 2022 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.

