



## 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 27, 2021 NOTICE OF JOB VACANCY #21-446

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

**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 New Jersey 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, healing circles and restorative justice practices, trauma informed practices and community dialogue with a mental health and health equity lens; 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:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PREFERENCE:** Preference will be given to applicants with a mental health background with experience in trauma informed practices, health equity, healing circles and restorative justice and community mediation.

**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 #21-446 with desired location preference and a current resume on or before the closing date of January 27, 2022 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.

