



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

May 5, 2022 NOTICE OF JOB VACANCY #22-232

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
(Education and Training Specialists)

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

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, 3rd Floor
Newark, NJ 07102

Division on Civil Rights
Education and Training Unit
1601 Atlantic Avenue, 6th 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: 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 Education and Training Unit 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, and about anti-discrimination issues.

DUTIES: Under the direction of the Director of Education and Training, the Education and Training Curriculum Specialist will work to develop high quality trainings and educational resources on the Law Against Discrimination, related anti-bias topics, and other important civil rights issues. The Curriculum Specialist will also work with Training Specialists to facilitate virtual and in-person trainings for stakeholders statewide; represent the Division across the State; work with other State agencies to support the mission of the Division; and performs 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 demonstrate a deep knowledge of anti-bias pedagogy and training program development, and a commitment to a New Jersey free of discrimination. The applicant should have strong writing and editing skills and experience with anti-bias facilitation and public speaking. Other preferred skills and qualities include organization, teamwork and collaboration, strong oral and written communication, positive attitude, strong work ethic, self-management, ability to problem-solve, and a willingness to learn and adapt. Preference will also be given to applicants with three (3) years of experience in planning, writing, and implementing civil rights, anti-discrimination, or anti-bias programs and resources.

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 #22-232 with desired location preference and a current resume on, or before, the closing date of June 1, 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

