



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

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

June 28, 2022

NOTICE OF JOB VACANCY #22-325

An opportunity currently exist 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
Trenton, Newark, Atlantic City, or Cherry Hill, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1) - Location preference required for consideration.

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, 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; 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 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; strong organizational skills, and ability to manage multiple projects at one time; strong public speaking and presentation skills; strong diplomacy, listening, and people skills; 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.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-325 with desired location preference and a current resume on or before the closing date of July 28, 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.

