



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
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

January 20, 2023 NOTICE OF JOB VACANCY #22-25

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Violence Intervention and Victim Assistance, for applicants who meet the requirements indicated below:

TITLE: Program Specialist 3
(Community Engagement Manager)

SALARY: \$72,836.90 to \$103,620.41

LOCATION: Division of Violence Intervention and Victim Assistance
25 Market Street
Trenton, NJ 08625
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general supervision of the Executive Director in the Division of Violence Intervention and Victim Assistance (VIVA), creates and cultivates relationships between community partners/stakeholders and VIVA; collaborates across VIVA offices to determine and prioritize community engagement strategies; coordinates community engagement initiatives from conceptualization to implementation; plans, coordinates and leads meetings and workshops; supports the network of community partners in working towards shared goal of a safer, more resilient New Jersey; provides communication support including drafting website content, social media content, e-newsletters, and other communications; tracks, monitors and assesses the impact of community engagement strategies; serves as the liaison between internal and external stakeholder groups; does other related work.

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 as indicated 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.

PREFERENCE: Preference will be given to candidates with minimum of 5 years of community leadership experience, having worked with nonprofit, human services, or governmental organizations. Experience working in the fields of anti-violence, social justice, victims'/survivors' rights, trauma-informed services, community organizing, community relations, and/or constituent services are also preferred.

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 disqualification.

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 #23-25 and a current resume on or before the closing date of February 20, 2023 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
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.

