



## NEW JERSEY DEPARTMENT OF STATE

### NOTICE OF JOB VACANCY

<b>POSTING:</b> #STA-2022-068	<b>OPEN TO:</b> General Public
<b>ISSUE DATE:</b> November 28, 2022	<b>CLOSING DATE:</b> Open Until Filled
<b>TITLE:</b> Executive Director	<b>SALARY:</b> Commensurate with experience
<b>DIVISION:</b> Business Action Center Cannabis Training Academy	<b>LOCATION:</b> Trenton, NJ

**DEFINITION:** Under the supervision of the Deputy Executive Director, or other supervisory officer, will design, produce, coordinate, launch and deliver ongoing technical assistance, training and mentorships to cannabis business license applicants in the social equity, legacy, Impact Zones and microbusiness categories. Responsible for building out course descriptions, vetting content and keeping classes current; matching instructors and mentors to individual classes; advertising for, interviewing and contracting with vendor instructors and mentors; scheduling all classes and live Q&A's; building NJBAC's network of referrals. Manages the program budget and ensure cost effective solutions. Developed and maintain expertise in the cannabis law and regulations. This position is responsible for upholding the State of New Jersey's commitment to an equitable cannabis industry especially for populations most impacted by the war on drugs and to make sure that the training program meets its intended mission, vision, goals and objectives.

#### REQUIREMENTS

**EDUCATION:** Advanced degree (e.g., J.D., Master's Degree in Government, Public Policy or Public Administration) preferred.

**EXPERIENCE:** Extensive experience in project management with strong analytical skills and ability to sift through significant amounts of complex data and information to isolate what matters, develop a plan of action and deliver impactful strategies and programs that generate results.

Experience working in the cannabis industry in either New Jersey or in other states with legal recreational cannabis laws.

**NOTE:** Knowledge of New Jersey government and experience in public policy, regulatory and legislative processes at the state level is a plus.

#### IMPORTANT NOTICE

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

#### FILING INSTRUCTIONS

**APPLICANT INFORMATION:** Applicants should submit a cover letter with posting number, resume, transcripts, and employment application (employment application can be found here - <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>) by close of business (5:00 p.m.) on the closing date to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov)

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