



State of New Jersey

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES
P. O. Box 210
TRENTON, NEW JERSEY 08625-0210

ELIZABETH MAHER MUOIO
State Treasurer

NOTICE OF VACANCY

An opportunity currently exists in the unclassified service with the New Jersey Maternal and Infant Health Innovation Authority, for applicants who meet the requirements below:

POSTING #: 2024-084-P

OPEN TO: General Public

ISSUE DATE: November 19, 2024

CLOSING DATE: December 17, 2024

FUNCTIONAL TITLE: Program and Policy Advisor

SALARY: \$90,000 - \$110,000

CIVIL SERVICE TITLE: Government Representative 3

LOCATION: 225 East State Street,
Trenton, NJ 08625

OVERVIEW: In July 2023, Governor Murphy signed S3864, also known as the "New Jersey Maternal and Infant Health Innovation Center Act", which created the New Jersey Maternal and Infant Health Innovation Authority (MIHIA), the first of its kind in the nation. MIHIA is tasked with overseeing the New Jersey Maternal and Infant Health Innovation Center (MIHIC) based in Trenton and will be the government entity that continues the vital work of Nurture NJ for years to come. Nurture NJ is the statewide program that was launched by First Lady Tammy Murphy in 2019 to reduce the maternal and infant mortality epidemic in New Jersey and ensure equitable care among women and children of all races and ethnicities.

MIHIA officially launched March 27, 2024. MIHIA will lead the State's efforts to coordinate, promote, and implement education, policymaking, research, innovation, and perinatal workforce development, among other things, with a particular focus on eliminating racial disparities in maternal and infant health outcomes.

The MIHIA currently offers a hybrid work schedule for up to 2 days of telecommuting work from home. To participate, you will be required to have high-speed home internet access and a manager's approval. This program does not supersede the "New Jersey First Act", which requires newly hired MIHIA employees to establish and then maintain, principal residence in the State of New Jersey. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Program Officer will aid the Senior Program Officer in the management of community engagement and the development and implementation of MIHIC programs and partnerships.
- Co-develop and coordinate with Senior Officer on prospective MIHIC partners to implement comprehensive maternal health programs and interventions that support MIHIA goals in advancing maternal health equity.
- Engage in stakeholder outreach to help develop and advance efforts related to MIHIA programs.
- Promote teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among the MIHIA staff and external stakeholders.
- Assist in MIHIA's community engagement work by providing support to team in conducting needs assessments, program evaluations, and research to identify gaps, monitor progress, and inform programmatic decision-making.
- Prepare and disseminate reports, presentations, and publications on MIHIC to share program results, lessons learned, and best practices with internal and external stakeholders, as directed by manager.
- Support the overall planning, development, and implementation of MIHIA initiatives and programs.

- Participate in offsite meetings and site visits that support MIHIA's program development and support implementation.
- Willing and enthusiastic to mentor and train MIHIA interns, if assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelors' degree, preferably with an emphasis in public health, social services, non-profit, or public administration, social work, policy, and/or equivalent experience
- Practical experience related to maternal health, infant health, community development, social services, or another relevant field, preferred
- Experience managing and implementing public health programs or relevant experience implementing programs preferred

IMPORTANT NOTES:

- **UNCLASSIFIED APPOINTMENT:** Your employment at MIHIA is voluntary and subject to termination by you or MIHIA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate, or modify the employment-at-will status of MIHIA employees.
- **SAME APPLICANTS:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.
- **RESIDENCY:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- **WORK AUTHORIZATION:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.
- **FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on December 17, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting a degree was awarded or a copy of the diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 084- P - MIHIA Program and Policy Advisor" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)
 Antoinette Sargent, Human Resource Officer