



New Jersey Department of Environmental Protection

Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Program Specialist Trainee

Posting Number: F&W-2024-7

Open to: General Public

Work Week: NE (35-hour) Work Week

Salary: (P95) \$48,056.98 (Non-Negotiable)

Opening Date: 3/8/2024

Closing Date: 3/29/2024

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
Fish and Wildlife
Wildlife Education and Information
26 Route 173 West
Hampton, NJ 08827

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

Specific to the Position: Working with a professional marketing agency on a digital outreach campaign to ensure the bear safety message is conveyed statewide. Developing a new comprehensive black bear safety curriculum for teachers, and working directly with DEP's Office of Local Government Assistance to provide guidance on how to reduce bear conflicts in municipalities. Working directly with the DEP Bureau of Solid Waste Planning and Licensing on their program to reduce issues with bears related to garbage management, and providing educational programs and exhibits on bear safety. Working with the agency Webmaster to ensure materials on the Fish & Wildlife website related to bears are accurate. Developing materials for social media and email lists related to bears and bear safety. Performing other outreach work related to wildlife as required.

Preferred Skill Set: Familiarity with the principles, practices, laws and regulations related to recreational hunting, shooting, fishing and wildlife viewing in New Jersey. Familiarity of various social media platforms and use in developing educational and promotional content, and proficiency in the use of PC and various software programs. The ability to establish and maintain effective working relationships with Fish and Wildlife's constituents, public, and external organizations and partners.

Requirements

Applicants must meet one of the following, or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience relevant to the position.

OR

Possession of a Bachelor's degree from an accredited college or university.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit

<https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-FW.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

[Please tell us how you heard about this position](#)

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.