



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Program Specialist Trainee (Stewardship Program Specialist)	ANNOUNCEMENT #: 44-25	ISSUE DATE: 11/20/2025 CLOSING DATE: 1/15/2026 EXTENDED										
SALARY RANGE: \$51,479.83-\$53, 807.27		[] DEPARTMENT WIDE [] STATEWIDE [X] GENERAL PUBLIC										
LOCATION: State Agriculture Development Committee (SADC), Trenton, NJ (New Jersey Farmland Preservation Program)												
JOB DESCRIPTION												
Under the direction of the SADC Chief of Stewardship and in coordination with the SADC Stewardship Coordinator, serves as a resource assistant evaluating and processing SADC post-acquisition requests, including division of the premises, residential house replacements, agricultural labor housing, wireless facilities, rural microenterprise permits, and special occasion events; conducts thorough farm site visits, documents findings and facts, interprets the deed of easement, and captures meaningful photos and video; drafts necessary correspondence, prepares reports, presentations; provides support for meetings, workshops, seminars, and drafts informational materials; assists with monitoring, maintenance, leasing and security of farms owned in fee by the SADC and annual monitoring of preserved farms; communicates effectively with a broad audience including farmland owners; is highly organized, effectively utilizes document retention schedules, naming conventions, cloud-based document sharing and workflows through applicable software and databases including Microsoft SharePoint, Excel and Word; interprets and utilizes GIS based maps and land surveys and ensures data is accurate and maintained. NOTE: Seeking candidates with experience in land stewardship and farming, who are meticulous and organized, and able to effectively work both in the office and outside in year-round weather. Soils and/or natural resource conservation experience is a plus.												
REQUIREMENTS												
NOTE: 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. EDUCATION: Graduation from an accredited college or university with a Bachelor’s degree. FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination. OR EXPERIENCE: Four (4) years of professional experience relevant to the position. NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions. ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Program Specialist 1. The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation. LICENSE: Appointees 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. AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations. NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.												
IMPORTANT NOTICE												
Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than seven calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.												
ELECTRONIC FILING INSTRUCTIONS												
Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.												
SAME PROGRAM INFORMATION												
SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.												
BENEFITS*												
*Pursuant to the State/Department’s policy, procedures and/or guidelines <table><tr><td>Statewide benefits include:</td><td></td></tr><tr><td>Deferred Compensation</td><td>Paid Time Off</td></tr><tr><td>Health and Life Insurance</td><td>State Holidays</td></tr><tr><td>Flexible and Health Savings Accounts (FSA) (HSA)</td><td>Up to \$250 in rewards for Wellness Program</td></tr><tr><td>Alternate Work Week available for some positions</td><td>Telework available for some positions</td></tr></table>			Statewide benefits include:		Deferred Compensation	Paid Time Off	Health and Life Insurance	State Holidays	Flexible and Health Savings Accounts (FSA) (HSA)	Up to \$250 in rewards for Wellness Program	Alternate Work Week available for some positions	Telework available for some positions
Statewide benefits include:												
Deferred Compensation	Paid Time Off											
Health and Life Insurance	State Holidays											
Flexible and Health Savings Accounts (FSA) (HSA)	Up to \$250 in rewards for Wellness Program											
Alternate Work Week available for some positions	Telework available for some positions											