



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



NOTICE OF JOB VACANCY

TITLE: Program Manager (temporary position) (will be hired through a temp agency)	ANNOUNCEMENT #: 31-26	ISSUE DATE: 09/08/2026 CLOSING DATE: 9/22/2026
SALARY: \$48.00 per hour	☐ DEPARTMENT WIDE	
LOCATION: Division of Food and Nutrition, Trenton, NJ	☐ STATEWIDE	
☒ GENERAL PUBLIC		
JOB DESCRIPTION		
The New Jersey Department of Agriculture, Division of Food and Nutrition, is seeking a Program Manager to oversee a portfolio of strategic projects and operational initiatives that support the Division's long-term goals and mission. Reporting directly to the Division Director, the Program Manager will work closely with Division leadership, program staff, and a contracted Process Improvement vendor to advance operational excellence across state-administered Federal Child Nutrition Programs. The Program Manager will play a key leadership role in advancing organizational effectiveness by leading the Division's implementation of new business processes and continuous improvement initiatives. Working in partnership with the contracted Process Improvement vendor, this position will coordinate the adoption of recommended process improvements across the Division, ensure operational changes are effectively implemented, monitor progress toward established goals, and support the long-term sustainability of new and improved business practices. The Program Manager will serve as the Division's central point of coordination for implementation efforts, working closely with leadership and staff to ensure initiatives are successfully integrated into daily operations while maintaining compliance with federal and state requirements. This is primarily an onsite position with remote work privileges available in accordance with the Department's policies and the Division's operational needs. Because the contracted Process Improvement vendor primarily performs services remotely, regular onsite presence is essential to coordinate implementation activities, engage Division staff, facilitate organizational change, and ensure successful adoption of new and improved business processes. Key Responsibilities • Manage and coordinate a portfolio of strategic projects and operational initiatives that align with the Division's priorities and program objectives. • Serve as the primary liaison between Division leadership, program staff, and the contracted Process Improvement vendor to facilitate collaboration and successful implementation of process improvement initiatives. • Lead and coordinate the Division-wide execution of process improvement initiatives developed in collaboration with the contracted Process Improvement vendor. • Ensure new and revised business processes are adopted consistently and integrated into daily operations across Division units. • Collaborate with Division leadership and staff to identify operational inefficiencies, workflow gaps, and opportunities to improve existing business processes, enhance service delivery, and strengthen program operations. • Lead the planning, coordination, and Division-wide implementation of process improvement initiatives designed to increase efficiency, strengthen program integrity, improve customer service, reduce administrative burden, and ensure compliance with federal and state requirements. • Work with Division leadership to establish implementation priorities, project timelines, milestones, and performance measures for operational improvement initiatives. • Monitor the implementation progress, identify adoption challenges, and develop strategies to support sustained organizational change. • Facilitate cross-functional collaboration and communication among internal teams, Division leadership, and external partners. • Develop and maintain project plans, implementation schedules, status reports, workflow documentation, standard operating procedures, and leadership presentations. • Support change management activities through communication strategies, facilitating stakeholder engagement, coordinating staff training, and promoting successful adoption of new business processes. • Analyze operational data, performance metrics, and business trends to evaluate improvement effectiveness and to recommend additional improvement opportunities. • Ensure all initiatives align with federal and state regulations, Division policies, strategic priorities, and organizational goals. • Provide regular briefings and strategic recommendations to the Division Director on progress, organizational readiness, project risks, performance outcomes, and improvement opportunities.		
REQUIREMENTS		
EDUCATION/EXPERIENCE: Preferred Qualifications		
• Bachelor's degree in public administration, business administration, organizational management, public policy, or a related field.		

- Experience managing complex programs, projects, organizational change initiatives, or operational improvement efforts in a government, public sector, nonprofit, or regulated environment.
- Demonstrated experience implementing business process improvements, leading organizational change, and successfully managing cross-functional initiatives from planning through implementation.
- Knowledge of process improvement methodologies such as Lean, Six Sigma, continuous improvement, business process optimization, or organizational effectiveness.
- Strong project management, organizational, analytical, and problem-solving skills.
- Ability to collaborate effectively with executive leadership, staff, consultants, and external stakeholders while building consensus and driving results.
- Experience developing implementation plans, performance measures, workflow documentation, and executive-level reports.
- Excellent written, verbal, interpersonal, and presentation skills.
- Experience interpreting operational data, measuring performance outcomes, and using data to support continuous improvement initiatives.
- Familiarity with Federal Child Nutrition Programs or other federally funded public assistance programs is preferred.

SPECIAL NOTE: Preference will be given to candidates with experience with Federal Child Nutrition Programs.

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.

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. The evaluation must be included with your submission, and failure to submit the required evaluation may result in an ineligibility determination.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must be evaluated for accreditation by the closing date of this posting. Transcripts must be submitted with a resume. Failure to comply with these requirements may result in ineligibility.

AUTHORIZATION TO WORK: Selected candidate 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 to 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 7 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 candidates 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.

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer