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-2023-30

Open to: General Public

Work Week: NE (35-hour) Work Week

Salary: (P95) $46,431.86 (Non-Negotiable)

Opening Date: 8/28/2023

Closing Date: 9/11/2023

Existing Vacancies: One (1)

Program/Location
   Department of Environmental Protection
   Fish and Wildlife
   Wildlife Education and Information
   220 Blue Anchor Road
   Sicklerville, NJ 08081

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 client 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: Responsible for developing and coordinating R3 programs involving, mentored hunts, shooting events, the Tuckahoe managed waterfowl hunt, Take a Kid youth pheasant hunt, and maintaining mentee and mentor databases. Also responsible for social media, distributing email information in a timely manner, and assisting with other projects and programs where applicable.

Preferred Skill Set: Knowledge of or familiarity with the principles, practices, laws and regulations related to recreational hunting and shooting in New Jersey. Skilled in the use of hunting equipment and tools including various firearms and ammunition. Ability to become familiar with various social media platforms, including Facebook and Instagram, for use in developing educational and promotional content. Familiarity with computers and various software programs.

Requirements
Education: Graduation from an accredited college or university with a Bachelor's degree.

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: 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 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 (833) 691-0404.

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.