



# VACANCY ANNOUNCEMENT

<b>Posting #: 2026-96</b>	<b>Issue Date: 4/29/2026</b>	<b>Closing Date: 5/3/2026</b>	
<b>Title:</b> Government Representative 3/ Program Coordinator (Unclassified)	<b>Range/Title Code:</b> X98/54460	<b>Salary:</b> \$80,080	
<b>Unit Scope:</b> Statewide Public/Private	<b>Location:</b> Office of Strategic Outreach and Partnerships, Office of the Commissioner (N300), 1 John Fitch Plaza, Trenton, NJ 08625	<b>Workweek:</b> 35	<b>Vacancies:</b> 1

## Job Description

### About the Role:

The New Jersey Department of Labor and Workforce Development (NJDOL) is dedicated to protecting our workforce, strengthening our businesses, and promoting the dignity of work.

The Department seeks a mission-driven, detail-oriented individual with exceptional communication and project management skills to help increase equitable access to worker benefits, protections, and opportunities.

The position will report to the Deputy Director, Strategic Outreach and Partnerships, and will coordinate, support and develop programs and special initiatives within the Office of Strategic Outreach and Partnerships. The Office oversees strategic outreach and engagement including grant programs and language access and collaborates with internal and external stakeholders to implement high priority projects, while integrating equity and human-centered design principles.

- Provide coordination support, research, and analysis for implementation of the Language Access Law and outreach and engagement programs.
- Organize relevant meetings, including scheduling, creating agendas, and tracking action items.
- Coordinate translation and quality assurance for key documents/forms; serve as a quality assurance reviewer for Spanish translations (if applicable).
- Evaluate and propose improvements to language access processes and procedures.
- Provide coordination, research, and analysis for implementation of strategic outreach priorities, including Temporary Disability & Family Leave Insurance, Work Rights, Earned Sick Leave, Temporary Workers Bill of Rights, Domestic Workers Bill of Rights, etc.
- Engage in outreach with key stakeholders as assigned, including events, webinars and in-person presentations and serve as a bilingual representative (if applicable).
- Coordinate with subject matter and communications/marketing experts to support development of plain language, multi-lingual trainings and outreach materials on work rights and benefits.
- Coordinate technical assistance with community partners on worker rights and benefits.
- Support program design and continuous improvement initiatives for grant programs and author internal and external memos and reports on program outcomes.
- Liaison with and collaborate with the Office of Strategic Enforcement and Compliance on projects related to the Domestic Workers' Enforcement Program and other shared priorities.
- Other tasks and duties as assigned.

**Qualifications and Skills Required:**

- Bachelor's degree in a related field and minimum 1 year of experience with state or local government, policy, political campaigns, social services, or a related field.
- Bilingual English/Spanish preferred.
- Strong analytical and research skills.
- Excellent written and verbal communication abilities.
- Experience in legislative processes or public policy is preferred.
- Proficiency in project management and organizational skills.
- Adaptable and ability to work collaboratively with diverse teams and stakeholders.
- Commitment to equity and cultural competence.

**Key Competencies:**

- Detail-oriented with a focus on accuracy and quality.
- Ability to manage multiple tasks and deadlines effectively.
- Strong interpersonal skills for liaising with various departments and external partners.

**Technology and Tools:**

Proficiency in Microsoft Office Suite and other relevant software for basic data analysis, report writing and presentations.

**Employee Benefit(s)**

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge and value their contribution. Statewide benefits include:

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| • Alternate Work Week*                   | • Telework*   |
| • Deferred Compensation                  | • 100% Tuition Reimbursement*                       |
| • Health and Life Insurance              | • Flexible and Health Spending Accounts (FSA)/(HSA) |
| • Public Service Loan Forgiveness (PSLF) | • Temporary Expanded PSLF (TEPSLF) Programs         |

*\*Pursuant to the Department's policy, procedures and/or guidelines.*

**Civil Service Commission Requirements (Education/Experience/Licenses)**

**EDUCATION:** Graduation from an accredited college with a bachelor's degree in a related field. Master's degree preferred.

**EXPERIENCE:** Minimum 1 year of experience with state or local government, policy, political campaigns, social services, or a related field exceptional organizational skills and ability to collaborate effectively. Experience in administrative oversight with projects or programs. Excellent verbal and written communication and interpersonal skills required.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**RESUME NOTE:** Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your 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 the essential duties of the position.

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission.

**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 email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404, option 3.

## TO APPLY

If you qualify, **please submit a letter of interest, transcripts and your resume (including the best contact number and email address)** to the email address listed below. Your submission **must** be received by the closing date and include the job posting number.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,  
Division of Human Capital Strategies.**

### EMAIL:

Human Capital Strategies  
Recruitment Unit

[LWDJobPostings@dol.nj.gov](mailto:LWDJobPostings@dol.nj.gov)

**Subject line must include the specified job posting number.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

*The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.*

New Jersey Department of Labor and Workforce Development  
**PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

**Relative** means an individual’s spouse/domestic partner/civil union partner<sup>1</sup> or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

**Consensual personal relationship** means marriage, engagement, dating or other ongoing romantic or sexual relationships.

**Cohabitant** means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL’s Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

**I DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

**I DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

**Do you need more space for disclosure?**  Yes  No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) \_\_\_\_\_

Applicant/Employee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.