



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

June 14, 2022 NOTICE OF JOB VACANCY #22-328

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Program Specialist 2
(Education and Training Specialists)

SALARY: \$56,893.23 to \$80,546.58

LOCATION: Division on Civil Rights
Education and Training Unit
Trenton, Newark, Atlantic City or Cherry Hill, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1) – Location preference required for consideration.

The Division on Civil Rights is charged with enforcing the New Jersey Law Against Discrimination and preventing and eliminating discrimination and bias-based harassment in New Jersey. The Education and Training Unit is a proactive unit that is focused on educating members of the public, employers, housing providers, places of public accommodation (including K-12 schools), community leaders, and other stakeholders on what the New Jersey Law Against Discrimination requires. The unit is also focused on educating members of the public on the origin of bias and best practices on how to prevent bias from happening. Education and Training Specialists will work to create and provide high quality trainings on all anti-bias matters, important civil rights issues, and any other issues pertaining to the Law Against Discrimination. These specialists will also schedule and plan trainings, conceptualize and write curricula to support trainings, create training materials, create informational resources for members of the public, represent the Division across the state, and work with other state agencies to support the mission of the Division. Travel within New Jersey to present trainings will be required, as will the ability to use technology to advance educational goals.

DUTIES: Under the direction of the Director of Education and Training, the Education and Training Specialists will facilitate virtual and in-person trainings for stakeholders statewide on the Law Against Discrimination and related anti-bias topics as well as other important civil rights matters. The Education and Training Specialist will also work closely with the Lead Curriculum Specialist to support the development of high quality trainings and educational resources. The applicant will represent the Division across the State; work with other State agencies to support the mission of the Division; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants who demonstrate a deep knowledge of anti-bias pedagogy, effective anti-bias facilitation skills, legal knowledge of the Law Against Discrimination and a commitment to a New Jersey free of discrimination. The applicant should have strong writing skills and experience with public speaking. Other preferred skills and qualities include organization, teamwork and collaboration, strong oral and written communication, positive attitude, strong work ethic, self-management, ability to problem-solve, and a willingness to learn and adapt.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-328 with desired location preference and a current resume, on or before the closing date of July 15, 2022 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply

