



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

July 17, 2024

AMENDED NOTICE OF JOB VACANCY #24-287

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Violence Intervention and Victim Assistance, for applicants who meet the requirements indicated below:

TITLE: Division Director

SALARY: \$172,500.00

LOCATION: [Division of Violence Intervention and Victim Assistance](#)

Office of Victim Support and Assistance

25 Market Street

Trenton, NJ 08625

Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Executive Director, Division of Violence Intervention & Victim Assistance, will be responsible for providing strategic leadership for the Office; playing a critical role in stakeholder engagement; collaborating with Division leadership to determine and prioritize Office initiatives; determining key performance indicators and how to measure impact; providing technical support to implement ideas; supporting VAWA and VOCA grantees; planning, coordinating and leading meetings and workshops; supporting grant writing and monitoring functions of the Division; serving as point-of-contact for survivor service referrals and systems' navigation requests; performing other related managerial duties as required.

REQUIREMENTS

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

EXPERIENCE: Eight (8) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population, (socially/economically disadvantaged, anti-violence, domestic/sexual violence, human trafficking, community violence, and so forth), five (5) years of which shall have involved management responsibilities.

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

PREFERENCE: Preference will be given to candidates who have worked with nonprofit, human services, or governmental organizations. Experience working in the fields of anti-violence, social justice, victims'/survivors' rights, trauma-informed services, community organizing, community relations, and/or constituent services are also preferred.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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

HOW TO APPLY: If qualified, please submit a cover letter indicating interest in job vacancy announcement #24-287, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit) to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **July 31, 2024**.

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.

