

**NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459 TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY
(Pending Approval)**

ISSUE DATE:	April 20, 2021	CLOSING DATE:	May 4, 2021
OPEN TO:	Interested individuals who meet the requirements	SALARY:	\$68,625.84 - \$97,643.83
DIVISION:	Council on the Arts	POSTING #	STA-2021-004
TITLE:	Education Program Specialist 3, Council on the Arts (Unclassified) (1 Position)		

DEFINITION: Under supervision of a supervisory official in the New Jersey Council on the Arts, provides support services to arts and cultural organizations in planning, developing, coordinating, or assessing programs, or in the development and maintenance of policies and procedures; does related work as required.

REQUIREMENTS:

EDUCATION: A Master's degree from an accredited college or university in Education, Arts, Humanities, or a related field.

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

EXPERIENCE: Three (3) years of professional experience in education, arts, arts education or related field.

NOTE: One (1) additional year of experience may be substituted for a Master's degree.

PREFERRED EXPERIENCE: This leadership position functions as the Operations and Technical Assistance Manager, responsible for the development and implementation of operations strategies aligned with agency programs and services goals.

- Bi-lingual a plus
- Ability to work as part of a leadership team
- Strong skills in strategy development, strategic planning, and problem solving
- High level of comfort with technical aspects of grants administration, technical systems development, and operations
- Demonstrated excellence in communication (verbal, written, etc.) and working collaboratively
- Experience designing technical assistance programs, constituent relations, and customer service
- Ability to work independently and manage multiple deadlines and priorities at once

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.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

OPEN TO: Interested individuals who meet the requirements.

APPLICANT INFORMATION: Applicants should submit a cover letter with announcement number, resume, employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> and college transcripts by the closing date to Employment.Recruiter@sos.nj.gov

*Responses received after the closing date may be considered if the position is not filled.

The New Jersey Department of State is an Equal Opportunity Employer