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

NOTICE OF JOB VACANCY

ISSUE DATE: July 22, 2022    CLOSING DATE: August 05, 2022
OPEN TO: State Employees Only    POSTING # STA-2022 -033
DIVISION: New Jersey Historical Commission    SALARY: $58,031.09 - $82,157.57
TITLE: Program Specialist 2

POSITION DESCRIPTION: The New Jersey Historical Commission is a state agency dedicated to the advancement of public knowledge and preservation of New Jersey history. Established by law in 1967, its work is founded on the fundamental belief that an understanding of our shared heritage is essential to sustaining a cohesive and robust democracy. More information is available at www.history.nj.gov

Under the supervision of a supervisory official in a state department, institution or agency, or in a local jurisdiction, organizes professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring, and evaluation of various state history programs and services administered by the Division; strategizes, designs, and collaborates outreach and registration for the programs designed in this position; conducts research and field work necessary to meet the needs of the appropriate state and/or local agencies; coordinates communications and outreach strategies for the agency on social media and other outlets; does other related work.

REQUIREMENTS:
EDUCATION: Graduation from an accredited college or university with a Bachelor's degree; a degree in history, public history, American Studies, education, or communications preferred.

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

PREFERRED KNOWLEDGE AND SKILLS:
Experience in graphic design (e.g. Canva, Adobe Indesign); managing email lists (e.g. Constant Contact, Hootsuite), social media accounts (Facebook, Twitter, Instagram, and TikTok), social media schedulers (Later), and other communication tools

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 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.
APPLICANT INFORMATION: Applicants should submit a cover letter with announcement number STA 2022-033, resume, transcripts (unofficial copies are acceptable) and employment application (employment application can be found here) https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf by close of business (5:00 P.M. Eastern Standard Time) to Employment.Recruiter@sos.nj.gov

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