



## NEW JERSEY DEPARTMENT OF STATE

### NOTICE OF JOB VACANCY

<b>POSTING:</b> #STA-2023-037	<b>OPEN TO:</b> General Public
<b>ISSUE DATE:</b> August 14, 2023	<b>CLOSING DATE:</b> August 28, 2023
<b>TITLE:</b> Education Program Specialist 3, Community Partnerships Range P26/Title Code 70329D	<b>SALARY:</b> \$72,836.90- \$103,620.41
<b>DIVISION:</b> Council on the Arts	<b>Location:</b> Trenton, NJ

**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.

The Program Officer, Community Partnerships will serve as the specialist in charge of managing and developing the State Arts Council's grant programs and services that strengthen New Jersey communities through the arts. As a member of both the Grants & Strategies and the Partnerships & Services teams, the individual will drive current and new initiatives through effective program design and implementation, relationship building, and grants administration. Central to this role is strengthening the Council's position as a partner in delivering equitable and impactful grants and services that connect the arts to communities, and extend the reach of state resources in all 21 counties. With a focus on creative placemaking, economic development, and cross-sector partnerships, this person will represent the agency and the arts sector on committees, in public forums, and with grantees. Working with colleagues on staff and in the field, this person will learn from and provide expertise to local, regional, and statewide stakeholders to help increase access to the arts.

#### **RESPONSIBILITIES:**

- Manage and grow the Local Arts Program, a multi-million dollar partnership and grant program with the 21 officially designated County Arts Agencies through which Council dollars support local arts development and more than 500 regrants statewide
- Research, develop, and implement a new creative placemaking initiative that recognizes and celebrates New Jersey artists and the creative economy
- Help identify gaps in service and field needs, and work collaboratively with colleagues to develop solutions to engage those traditionally underserved by the Council
- Oversee statewide initiatives including the Families First Discovery Pass, providing families and individuals enrolled in state assistance programs with free or discounted arts venues and events.
- Actively participate in public forums and represent the agency in networks and on committees, including but not limited to the Association of NJ County Cultural & Heritage Agencies; national and statewide emergency preparedness programs; National Community Development Managers Network; Transit Village NJ; Revolution NJ; and more.

#### **EXPECTATIONS:**

- Ongoing grants administration including the processing of grant applications, contracts, reports, and panel review based on established procedures and grant program criteria.
- Proactive and responsive public assistance related to services and grant opportunities including applicant, and grantee navigation of program guidelines and the SAGE system (electronic grants management system), as well as specialty-area resources for artists and arts organizations.
- Development of new or revised programs and services that meet the changing needs of the field, expand and diversify the reach of Council resources, and deepen the positive impact of the arts statewide.
- Regular research, learning, and engagement with the field, both in-person and virtually, to establish and strengthen partnerships across sectors and in the arts, to inform Council programs and services.
- Contribute to a culture of creativity and collaboration, providing specialty-area insight and leadership to the staff and board, in alignment with agency goals.

### **REQUIREMENTS**

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

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

**KNOWLEDGE/SKILLS:**

- Demonstrated understanding and belief in the mission of the State Arts Council
- Proficiency with SAGE, the State of NJ's electronic grants management system
- Advanced computer skills and high comfort level with learning new technologies
- Experience working with nonprofit organizations, government and/or the State Arts Council
- Experience with arts organizations, creative placemaking, and/or community development through the arts
- Excellent oral and written (English) communication skills
- Ability to forge productive working relationships with managers and colleagues at all levels
- Strong analytical skills, intellectual curiosity, and strategic problem solving
- Attention to detail, the ability to work as part of a team, multi-task, and meet deadlines with minimal supervision
- Flexibility, adaptability, patience, and openness to varying viewpoints
- Bilingual, or proficiency in multiple languages in addition to English

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

### **IMPORTANT NOTICE**

**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. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

**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 visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

### **FILING INSTRUCTIONS**

**APPLICANT INFORMATION:** Applicants should submit a cover letter with posting number, resume, transcripts, 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.) on the closing date to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov)

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