



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

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| POSTING: #STA-2023-057 | OPEN TO: State Employees and General Public |
| ISSUE DATE: December 8, 2023 | CLOSING DATE: January 5, 2024 |
| TITLE: Education Program Specialist 3 Range P26/Title Code 70329D | SALARY: \$75,386.19- \$107,247.18 |
| DIVISION: Council on the Arts | Location: 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 Education Program Specialist 3 will function on the Council team as the Program Officer, Folk and Traditional Arts. The Program Officer, Folk and Traditional Arts 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 folk and traditional 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. With a focus on folk and traditional artists, cultural community assets, the five State Folklife Centers, and supporting community engagement with traditional, occupational and culturally-specific art forms, 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 Folk and Traditional Arts program through partnerships, grant programs, and services with the five State Folklife Centers.
- 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 current statewide initiatives and programs in the Folk and Traditional Arts, and research, develop, and grow new opportunities to support cultural communities and artists throughout the State.
- Actively participate in public forums and represent the agency in networks and on committees, including but not limited to state, regional and national folklife associations and programs.

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 Folk and Traditional Arts 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.

SKILLS/EXPERIENCE:

- 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, the Folk and Traditional Arts, and community stakeholders
- Excellent oral and written (English) communication skills
- High level of comfort speaking in public settings and to large groups
- 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: This role requires an in-person presence in accordance with the State’s hybrid work policy.

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.

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.

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, or call CSC at (833) 691-0404.

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.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, resume, unofficial transcripts and employment application electronically to: Employment.Recruiter@sos.nj.gov by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

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 its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer