



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

September 30, 2019
AMENDED NOTICE OF JOB VACANCY
#19-327

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE:	Program Specialist 2	
SALARY:	\$53,611.76 to \$75,900.80	
LOCATIONS:	Division on Civil Rights 140 East Front Street Trenton, New Jersey 08625	OR
	Division on Civil Rights 1325 Boardwalk Atlantic City, NJ 08401	OR
		Division on Civil Rights 31 Clinton Street, 3 rd Floor Newark, NJ 07102
		Division on Civil Rights 5 Executive Campus Cherry Hill, NJ 08034

NUMBER OF POSITIONS AVAILABLE: Two (2) – Location preference required for consideration

DUTIES: Under the direction of the Assistant Director for Prevention, Outreach and Public Education, takes action to prevent and eliminate prejudice, intolerance, bigotry, discrimination and bias-related harassment throughout New Jersey through education, trainings, and outreach efforts. DCR is charged with enforcing the New Jersey Law Against Discrimination. The Bureau of Prevention, Outreach and Public Education seeks to prevent acts of discrimination through education and community engagement. Community Relations specialist will work with stakeholders in the community to plan conferences, programs and events to prevent bias and discrimination; develop programs responsive to different communities' and different stakeholders' needs; provide high quality trainings to members of the public, employers, housing providers, places of public accommodation, community leaders, and other stakeholders to educate on important civil rights issues, including the Law Against Discrimination and implicit bias; represent the Division at public forums and community events across the state; perform other duties as required.

REQUIREMENTS

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

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

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

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.

PREFERENCE: Preference will be given to applicants who can demonstrate a strong knowledge of, commitment to, and experience with the civil rights laws enforced by the Division and/or federal and state civil rights' laws, and a commitment to a New Jersey free of discrimination; strong relationships with community organizations working with communities of color, LGBTQ communities, ethnic and religious minority communities, disability communities, immigrant communities, and/or other Division stakeholders; experience planning conferences and events; strong public speaking and presentation skills; excellent attention to detail and organizational skills; strong diplomacy and people skills; demonstrated experience in creating and presenting high quality trainings; experience in using technology to advance educational, advocacy, or outreach efforts.

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

If qualified, please send a cover letter indicating interest in job vacancy #19-327 with a location preference, a current resume, and a writing sample (unedited by others), on or before the closing date of October 14, 2019 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

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.

