



New Jersey Department of Environmental Protection

Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Program Specialist Trainee

Posting Number: COM-2023-7

Open to: General Public

Work Week: NE (35-hour) Work Week

Salary: (P95) \$46,431.86 (Non-Negotiable)

Opening Date: 9/12/2023

Closing Date: 9/26/2023

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
Office of the Commissioner
Office of Environmental Justice
401 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

Specific to the Position: The major goal of the Trainee is to develop and provide culturally competent community engagement and outreach support for the Department and the regulated community and to increase overburdened communities' awareness of environmental issues. This includes:

1. Event Planning: Plan and attend sessions, including during evening hours, to hear from communities regarding their environmental concerns.
2. Communications: Assist in the management of the Office of Environmental Justice's website, social media and newsletters. Collaborate with team to design outreach materials including flyers, fact sheets, infographics.
3. Outreach: Support community-based organizations and residents of overburdened communities in engaging with DEP to address environmental justice issues. Conduct fieldwork across the state to build relationships with local partners to support their environmental justice goals.
4. Training: Assist in developing learning experiences and materials to train Department staff on successful engagement strategies.

Preferred Skill Set: Experience interfacing with the public, especially residents of overburdened communities.

Comfort in working with, or learning to use, various communication tools and platforms including creating newsletters and managing social media.

Requirements

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

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit

<https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-EXECUTIVE.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

[Please tell us how you heard about this position](#)

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

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.