



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: TES Food Security Coordinator 1 (Temporary Employee Services, limited to 944 hours per fiscal year)	ANNOUNCEMENT #: 13-25	ISSUE DATE: 05/22/2025 CLOSING DATE: 06/15/2025
SALARY RANGE: \$15-23/hr (based on experience) Flexible hourly position Monday – Friday, approximately 15 hours/week	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE	
LOCATION: Office of the Food Security Advocate (OFSA), Trenton, NJ	<input checked="" type="checkbox"/> GENERAL PUBLIC	
JOB DESCRIPTION		
<p>The New Jersey Office of the Food Security Advocate seeks an undergraduate or masters level student to support research & evaluation and programmatic efforts for this office. This position offers a unique and collaborative opportunity to apply research, evaluation and program development knowledge and skills to improve food security across New Jersey. The intern will support OFSA’s growing efforts to advance food security in the state. Although the position is a TES (temporary employee services), it does allow for great experience and growth opportunity with a potential of renewal or future full-time opportunities.</p> <p>About OFSA</p> <p>OFSA is the first state-level office of its kind in the country. It was established in 2021 to lead New Jersey’s efforts to reduce food insecurity and promote equitable access to nutritious food. The Office works across government agencies and community partners to coordinate policies, align funding streams, and advance innovative strategies for long-term solutions to food insecurity.</p> <p>Job Description:</p> <ul style="list-style-type: none">• Support marketing and communications efforts for the office by working collaboratively with the Program Manager to manage OFSA social media copy and channels• Support OFSA programmatic efforts by working collaboratively with the OFSA Policy Manager on tasks as needed• Support the OFSA research and evaluation manager on current projects and tasks as needed• Assist with the execution of virtual and live convenings as the intern’s schedule permits.		
REQUIREMENTS		
<p>SKILLS/EXPERIENCE: Seeking candidates that recently graduated or that are current masters or undergraduate students able to work part time with a work schedule approximately 15 hours per week starting in August 2025 during the Fall 2025 academic year. Additional helpful skills are strong attention to detail, the ability to work collaboratively, time management, research skills, organized, and Microsoft Office computer knowledge.</p> <p>EDUCATION: Currently enrolled or recently graduated from an accredited college or university in a related masters or undergraduate program.</p> <p>FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission, and failure to submit the required evaluation may result in an ineligibility determination. For additional information, please refer to the Civil Service Commission’s website at: http://www.state.nj.us/csc/seekers/about/steps/step2.html</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position</p> <p>AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.</p> <p>NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.</p>		
IMPORTANT NOTICE		
<p>Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.</p>		
ELECTRONIC FILING INSTRUCTIONS		
<p>Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.</p>		

SAME PROGRAM INFORMATION	
SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) 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: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3.	
BENEFIT(S)*	
*Pursuant to the State/Department’s policy, procedures and/or guidelines.	
TES benefits include: Earned Sick time	

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer