



New Jersey Economic Development Authority

Job Description

Posting ID: 2023-1929
Job Title: Project Officer – Wind Institute
Open Date: 03/31/2023
Close Date: 06/01/2023
Department: Wind Institute-R/D Training
Reports To: Manager – Wind Institute
Grade Level: H16
Salary Range: \$76,184 - \$95,230

Job Summary

New Jersey has established an aggressive target of generating 11 gigawatts (GW) of offshore wind by 2040 as part of the State's plan to achieve 100% clean energy by 2050. To help reach these goals, the New Jersey Economic Development Authority is launching the Wind Institute for Innovation and Training to coordinate and galvanize cross-organizational workforce, research, and innovation efforts to support New Jersey as a leader in offshore wind. The Wind Institute will 1) accelerate the development of a robust and diverse offshore wind workforce and 2) champion research and innovation that unlocks market potential. The Project Officer will work with senior leadership of the Wind Institute on key initiatives that further its mission.

Essential Duties and Responsibilities

- Develops, pilots, and scales initiatives and programs that strengthen the state's offshore wind workforce, education, research and innovation ecosystem and increase competitiveness in the offshore wind industry; these efforts may include: contributing to the development of sector-focused strategies and programs, identifying and engaging government, industry, academic, labor, community and other stakeholders, conducting quantitative and qualitative analyses, and defining program implementation plans, impact metrics, budgets, etc. Sample projects may include:
 - Managing a fellowship program to support college and graduate students' research in offshore wind
 - Developing and coordinating grant programs and other initiatives that support university- and college-based programs that further offshore wind learning and expertise
 - Developing and implementing stakeholder engagement initiatives that raise awareness of offshore wind and help build partnerships with community organizations, particularly those serving New Jersey Overburdened Communities
- Develops industry expertise through project-based research and analysis; these efforts may include tracking industry trends at the state, regional, and national level, identifying which key industry issues the Wind Institute could help to resolve, and providing industry and policy updates to internal government stakeholders
- Works with Wind Institute senior leadership to manage relationships with key industry stakeholders and acts as an industry-development advocate; these efforts may include representing the Wind Institute at industry events, and coordinating roundtables or other stakeholder engagement activities
- Works independently and in teams to execute key initiatives
- Demonstrates a leadership and ownership mindset, including suggesting new ideas for how to develop and accelerate Wind Institute efforts

- Supports the development and achievement of Wind Institute goals; reviews and evaluates own performance against key metrics
- Helps to institutionalize best practices; defines and implements needed systems and policies
- Performs duties to the highest standards of ethics and professionalism
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative, work environment, both internally and externally
- Must complete annual and semiannual self-assessment as required
- Performs other duties and special projects, as assigned

Required Skills and Abilities

- Demonstrated proficiency in creative and analytical problem solving, including structuring issues, framing solutions, and executing complex analyses with limited errors and oversight
- Strong ability to synthesize findings and propose actionable solutions
- Strong written (presentation, memos, and emails) and oral presentation skills
- Strong graphic design and related skills to support development of professional presentations and materials (preferred but not required)
- Ability to work on small project teams tackling complex and challenging work
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and EDA staff
- Ability to quickly gain industry knowledge in order to engage credibly and thoughtfully in conversations with offshore wind industry, academic, and government leaders
- Ability to identify programs and initiatives via conversations with key stakeholders and monitor successful programs from other states and countries
- Comfortable engaging in the technical detail of an industry and related supply chain development
- Knowledge and understanding of economic development, workforce development, innovation-focused development, and/or public policy and governance
- Demonstrated ability to self-motivate and self-lead own work planning and execution with a strong results orientation
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little supervision
- Exceptional history of strong performance and consistent high-quality delivery on commitments
- Ability to adapt to changes in work environment and manage competing demands
- History of sound decision making and ability to understand implications of decisions
- Demonstrated interpersonal skills, including ability to influence and engage team leaders and peers
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, and collaborative work environment
- Strong ethical orientation, including exercising sound financial stewardship
- Commitment to and passion for Wind Institute's mission and inspires a sense of shared purpose
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.

Required Qualifications

Education and Experience Requirements

- Bachelor's Degree, preferably in a relevant field such as business, non-profit or public administration, policy, planning, workforce development, innovation, energy, or environmental studies

- Seven years of experience in a project-based professional services environment that emphasizes teamwork, problem solving, and communication
- Experience in program development, public policy development and project management

Advanced degree or industry specific certification may be substituted for 1 year of experience

Location

- Position can be based in either Trenton, Newark, Camden, or North Brunswick

Physical Demands

- Minimal
- Ability to work outside normal business hours, as needed

Travel

- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required

- Staff are required to possess a valid 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.

Note

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer

NJ SAME Program

Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.

- Must comply with the “New Jersey First Act” which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
- Must review the required NJEDA Ethics Guidelines.
 - The guidelines can be found here:
 - <https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf>
 - https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf

HOW TO APPLY:

Interested applications must submit their resume online through our applicant tracking system.

<https://careers-njeda.icims.com/jobs/1929/project-officer---wind-institute/job>

For general job inquiries, please email us at NJSAME@NJEDA.COM

Visit us at www.njeda.com