



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



NOTICE OF JOB VACANCY

TITLE: Program Specialist Trainee	ANNOUNCEMENT #: 55-23	ISSUE DATE: 9/19/2023 CLOSING DATE: 10/15/2023
STARTING SALARY: \$46,431.86 6 MONTH SALARY INCREASE: \$48,531.07		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Division of Marketing and Development, Trenton, NJ		
JOB DESCRIPTION		
Under close supervision of a supervisory official within the New Jersey Department of Agriculture, Division of Marketing and Development, selected candidate will provide planning, assistance, and development advice to agricultural commodity councils and producer groups; participate in conducting consumer and retailer preference surveys; prepare associated technical reports; participate in conducting marketing development and merchandise programs with local, national, and international agricultural buyers; develop and disseminate information and promotional messages through online media, including digital media (videos and audio); assist in preparing materials for print ads (newspapers, magazines, news releases, etc.); oversee social media for Jersey Fresh; maintain the Jersey Fresh website; develop and implement social media campaigns; other related duties as required.		
REQUIREMENTS		
EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.		
NOTE: Preference will be given to candidates with Marketing background and experience with maintaining social media accounts for businesses, experience with copywriting, email marketing, photograph, and videography as well as use of Adobe Creative Suite (including Photoshop, Illustrator, Premiere Pro, and InDesign. Examples of work such as graphic design, social media marketing, photography, videography and/or email blasts encouraged.		
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.		
ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Program Specialist 1. The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.		
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.		
NOTE: Periodic statewide field work travel is required. Field work travel is reimbursed at \$0.47 per mile. Will be required to possess and utilize personal vehicle for field travel.		
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.		
NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.		
IMPORTANT NOTICE		
Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must 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.		
ELECTRONIC FILING INSTRUCTIONS		
Interested applicants 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 .		
NJ SAME Program applicants must email a cover letter, including the announcement number, resume, transcripts and a signed copy of your approved SAME Program eligibility documentation (Schedule A Letter or Schedule B Letter), by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov . For additional information, please visit https://nj.gov/csc/same/overview/index.shtml , SAME@csc.nj.gov , or call (833) 691-0404.		