



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



**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Government Representative 2 (Unclassified) (Program Manager)	<b>ANNOUNCEMENT #:</b> 47-23	<b>ISSUE DATE:</b> 11/1/2023 <b>CLOSING DATE:</b> 11/15/2023
<b>SALARY RANGE:</b> \$100,000.00 per year		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE ONLY
<b>LOCATION:</b> Office of Food Security Advocate, 200 Riverview Plaza, Trenton, NJ 08625		<input checked="" type="checkbox"/> GENERAL PUBLIC
<b>JOB DESCRIPTION</b>		
<p>Under the direction of the Executive Director in the Office of the Food Security Advocate (OFSA), candidate will be responsible for supporting the Executive Director in coordinating with program leaders and directors with state agencies, such as Departments of Agriculture, Health, Human Services, and Education, as part of interdepartmental food security efforts; builds and maintains strong relationships among state department stakeholders that are invested in food security work; Prepares policy briefs and documents keeping the office up to date on potential, current, and existing legislation that affects food security; prepares policy briefs and documents that outline federal and state social safety net programs affecting food security; cooperates and participates in activities with other state departments, divisions, or bureaus to establish a statewide network of services to accomplish program objectives; supports grant application processes related to food insecurity for in-state providers and state departments by monitoring available grants, recommending grant applications, and assisting with the grant application process; assures grant opportunities align with the vision and strategic plan of OFSA; supports the office's strategic plan to address identified gaps in areas that are undeserved by current food insecurity programs; works collaboratively with the Executive Director, the OFSA Team, and other stakeholders to create a statewide strategic plan for food security; provides support to the OFSA Team in coordinating assistance to address food insecurity during federal or state declared states of emergency; provides technical and/or professional coordination and leadership in the execution of day-to-day program or project activities as appropriate to program objectives; leads program efforts assigned by the Executive Director; does other related duties as required by the Executive Director.</p>		
<b>REQUIREMENTS</b>		
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>FOREIGN DEGREES:</b> 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. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.</p> <p><b>EXPERIENCE:</b> Six (6) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation. Three (3) years of research and evaluation experience is also preferred.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.</p> <p><b>LICENSE:</b> 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.</p> <p><b>AUTHORIZATION TO WORK:</b> Selected candidates 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><b>NOTE:</b> The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.</p>		
<b>IMPORTANT NOTICE</b>		
<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>		
<b>ELECTRONIC FILING INSTRUCTIONS</b>		
<p>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 <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a>.</p> <p><b>NJ SAME Program</b> applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (<b>Schedule A Letter</b> or <b>Schedule B Letter</b>), by the closing date of this Notice of Job Vacancy to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a>. For additional information, please visit <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a>, <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a>, or call (609) 292-4144, option 3.</p>		

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