



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

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JOB VACANCY POSTING

POSTING #: 133-25 **ISSUE DATE:** March 11, 2025

TITLE: **GOVERNMENT REPRESENTATIVE 2
(UNCLASSIFIED)** **CLOSING DATE:** March 25, 2025

FUNCTION: **SEXUAL VIOLENCE PRIMARY PREVENTION
PROGRAM MANAGER**

LOCATION: Department of Children and Families (DCF)
Division on Women
50 East State Street, 7th Floor
Trenton, NJ 08625

POSITIONS: 1

DISTRIBUTION: STATE-WIDE **SALARY:** Commensurate with
education and experience

SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

SPECIAL NOTE: This position requires some travel to mandatory CDC meetings.

DEFINITION: The Department of Children and Families' Division on Women (DOW) is seeking a qualified individual to fill a Sexual Violence Primary Prevention Program Manager position. Individual will lead NJDCF-DOW's Sexual Violence Primary Prevention Program. This includes overseeing the Rape Prevention Education (RPE) grant from the Centers for Disease Control and Prevention (CDC) as well as being the lead contact and content expert on sexual violence prevention for NJDCF-DOW, working closely with state NJDOH, NJCASA-statewide SV coalition, and national level partners.

This position is responsible for leading the program design and implementation of sexual violence prevention work which includes:

- Overseeing program design and coordination, program implementation, collaboration with stakeholders, and monitoring of program activities.
- Acting as the central office contact for program questions/issues from other organizations.
- Maintaining knowledge of up-to-date state and federal mandates to ensure program implementation meets requirements.
- Building and maintaining partnerships with the NJ Coalition Against Sexual Assault (NJCASA), community-based organizations, other state agencies and systems partners to ensure the success of prevention initiatives.
- Supporting and providing technical assistance to sub-recipient grantee partners.
- Writing grant proposals and reports due to the CDC.
- Providing fiscal oversight of related funding (state, federal and private).
- Supervising professional, and technical staff engaged in program activities.
- Preparing and signing official performance evaluations for subordinate staff.

Specialized duties as outlined in the CDC approved NJ SV State Action Plan (SAP) for the 5-year grant period covering February 1, 20024 – January 31, 2029:

- Serve as content expert on SV prevention for NJDCF-DOW
- Set and lead all efforts related to:
 - Prioritization of SV primary prevention community and societal level prevention strategies
 - Implementation of community and societal level prevention strategies that address risk/protective factors as identified by the Social Ecological Model (SEM) and Social Determinants of Health (SDoH)

- In partnership with NJDCF's Office of Applied Research and Evaluation (ARE), conduct research that leads to the identification, monitoring, analysis and reporting of implementation efforts and their impact.

REQUIREMENTS

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

EXPERIENCE: Three (3) years in program development, sexual violence prevention, public health, social justice, or related field.

SPECIAL NOTE: Preferred candidates will possess the following:

- Strong project management skills,
- Strong understanding of sexual violence issues including prevention strategies and intersectionality.
- Experience leading and coordinating initiatives with diverse multi-sector partners.
- Experience working with diverse populations, including marginalized and underserved communities.
- Excellent communication, presentation, and interpersonal skills.
- Ability to work independently and as part of a team.
- Experience with the programs, policies, systems, and environmental change practices that impact or prevent violence.
- Experience with state or federal grant management including preparing budgets, monitoring expenditures and ensuring compliance with all grant funding requirements.
- Strong understanding of the social determinants of health and their impact on sexual violence.
- Experience coordinating sexual violence prevention initiatives, programs or policies.
- Experience using data to inform program development and assist with evaluation outcomes.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your 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.

IMPORTANT NOTICES

PUBLIC SERVICE LOAN FORGIVENESS: As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](https://studentaid.gov/PSLF).

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 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.

RE-EMPLOYMENT LISTS: Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

UNIT SCOPE: Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

RESIDENCY: Effective 9/1/11, 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 he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the **Job Posting #** in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.