



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



NOTICE OF JOB VACANCY

TITLE: TES Program Support Specialist (One Health) (Temporary Employee Services, limited to 944 hours per fiscal year, ~6 month position)	ANNOUNCEMENT #: 10-25	ISSUE DATE: 05/28/2025 CLOSING DATE: 06/15/2025
SALARY RANGE: \$26-34/hr (based on experience) Monday – Friday, approximately 35 hours/week, 9am-5pm or as agreed upon with supervisor		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Office of the Secretary, Trenton, NJ		

JOB DESCRIPTION

Under the direction of the New Jersey Department of Agriculture, Office of the Secretary, Chief of Staff, the TES Program Support Specialist (One Health) has a unique and collaborative opportunity to partner with the One Health Coordinator to create educational and outreach materials (flyers, brochures, presentations, etc.) on One Health and Highly Pathogenic Avian Influenza for a variety of target audiences, with input from subject matter experts at NJDA.

Job duties include but are not limited to:

- Assist with organization of One Health Needs Assessment Workshop and other events including webinars or podcasts as needed
- Promotion of One Health initiative at county fairs and external events (may require travel, and evening or weekend attendance at events, flexible work hours to accommodate)
- Assist in evaluating success of outreach and events, including creating surveys, collecting data on participation, and preparing reports
- Communicate with agencies, professionals, and public on behalf of NJ One Health Task Force
- Attendance and notetaking at One Health Task Force meetings
- Assist with other related duties as needed.

REQUIREMENTS

EDUCATION: Must have graduated from an accredited college or university with a Bachelor’s degree in Public Health, Animal Science, Environmental Science, Communications, Education, Graphic Design, Biology, or other relevant discipline.

EXPERIENCE: 2 years experience with science communication (translating complex concepts to general audience) and/or public health communication. Preferred: experience creating brochures, pamphlets or flyers; organizing events; familiarity with One Health concept.

SKILLS/EXPERIENCE: Seeking candidates that are organized, creative, enthusiastic and proficient in MS Office suite (Word, Power Point, Excel, etc.), virtual communication platforms (Teams, Zoom, etc.). Experienced with one or more of the following: Canva, Adobe Illustrator, InDesign, CorelDraw, or other content creation software, Web Design. Desired: oral and written proficiency in Spanish. Additional helpful skills are strong attention to detail, the ability to work collaboratively, and time management.

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>

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

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 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.

ELECTRONIC FILING INSTRUCTIONS

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.

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