



New Jersey Department of Environmental Protection Recreational Trails Program Green Acres Program

JOB OPENING—HOURLY (PART-TIME) PROGRAM SPECIALIST

The New Jersey Department of Environmental Protection, Green Acres Program has an opening for an hourly (part-time) Program Specialist within the New Jersey Trails Program. This position supports the financial portion of administering Recreational Trails Program grants. The successful candidate will: review monthly cost run reports; perform quarterly and annual federal reporting; track Recreational Trails Program obligation expenditures and balances; process grant reimbursement packages; set up reserve accounts and grant orders; and perform other duties, as needed.

The position allows for up to 900 hours of employment each fiscal year (July 1 to June 30) with a flexible work schedule. The pay rate is \$18.50 to \$25/hour, depending on qualifications. This position is entitled to accrue earned sick leave under N.J.S.A. 34:11D-1 through -11. No other benefits are associated with this position.

Minimum requirements include a Bachelor's degree, attention to detail, strong mathematical skills, the ability to work independently and as part of a team, the ability to work outdoors, possess a driver's license valid in New Jersey, and the ability to travel throughout the State as needed. New Jersey Residency requires all persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

To apply: Please submit resume and cover letter to Brandee Chapman at Brandee.Chapman@dep.nj.gov by **April 17, 2020**.

Green Acres Program

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