

Field Officer, Office of Diversity and Inclusion

Introduction

The City of Jersey City, the second largest and most diverse city in the State of New Jersey, is accepting applications for its Office of Diversity and Inclusion. With communities representing every corner of the globe, the City of Jersey City seeks to promote and grow its diversity in new and innovative ways. We are seeking driven, hard-working and detail-oriented professionals to promote the mission of the Office of Diversity and Inclusion, which seeks to create a culture of inclusion in the City of Jersey City through increasing minority vendor representation, engaging diverse communities and promoting a diverse, high-performing workforce.

Job Description (subject to change):

Reporting to the Director and Deputy Director of Diversity and Inclusion under the Department of Administration, the Field Officer engages in outreach efforts with local schools and institutions to cultivate relationships with local youth and the community at large regarding the work of the Office of Diversity and Inclusion and maintains various databases related to the tracking of minority and women-owned business enterprises and City contract vendors. Additionally, the Field Officer serves as the custodian of all research, information, and data pertaining to the City's diversity and inclusion efforts. The Field Officer will also be responsible for reporting orally and in writing on the progress of activities on a daily and weekly basis to office management regarding the progress of initiatives and projects. Such reporting shall include the preparation of charts, tables, and/or other graphic representations needed for the planning, operation and implementation of the Office's activities.

Required Expertise:

- **Website/webpage creation/maintenance**
- **Public relations**
- **Community Outreach** - capacity to coordinate with various groups in a timely manner (info sessions, community mobilization, awareness raising, along with providing technical guidance and follow-up with partners, community members and City personnel)
- **Relationship building** (promote successful and strong relationship with stakeholders)
- **Strong communication skills and follow through** - Timely attendance of meetings with Office management, community partners, prompt email/phone communication with Office regarding field work

- **Strong writing skills** - Must be able to review, analyze and prepare written materials for public disbursement such as letters, reports, correspondence and other documents related to the Office's functions
- **Microsoft Excel/Access**

Minimum Qualifications: Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating programs and services. Graduation from an accredited college or university with a Bachelor's Degree.

Preferred Qualifications: Masters degree in a related field. Prior community outreach experience. Bilingual (Spanish speaking).

This is a classified Civil Service position, for more information on the job duties associated with this position; [please see the Civil Service Job description](#). New Jersey residency preferred but not required. However, NJ residency must be established within one year of appointment. Jersey City residency preferred.

Compensation

Competitive salary based on qualifications and experience. Standard Jersey City health and retirement benefits package included.

Equal Opportunity Employer

The City of Jersey City is an "Equal Employment Opportunity" Employer. It expressly prohibits any form of discrimination, including unlawful and prohibited harassment, based upon race, creed, color, natural origin, ancestry, sex or gender identity, or a typical hereditary cellular or blood trail, religion, age, handicap, or disability (to the extent covered by New Jersey or federal statutes), marital status, sexual orientation, genetic test to the City, political activities or political affiliations, except provided by law, or any other status or condition protected by applicable law (collectively referred to as "Protected Characteristics"), including but not limited to the New Jersey Law Against Discrimination (N.J.S.A. 10:5-1, et seq.), as well as in Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Age Discrimination in Employment Act, the Americans with Disabilities Act (as amended), and the New Jersey Civil Service Act.

How to Apply

Interested applicants should fill out our [Employment Application Form](#).