



CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES
280 GROVE STREET JERSEY CITY, NJ 07302
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STEVEN M. FULOP
MAYOR

NANCY RAMOS
DIRECTOR

Job Opening:
Field Officer

Department: Administration

Division: Office of Diversity and Inclusion

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 40 hours

Salary: Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, mileage reimbursement and more.

The City of Jersey City is seeking a driven, hard-working and detail-oriented Field Officer 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 Duties:

- 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;
- Maintain various databases related to the tracking of minority and women-owned business enterprises and City contract vendors;
- Serve as the custodian of all research, information, and data pertaining to the City's diversity and inclusion efforts;
- Assist with preparing charts, tables, and/or other graphic representations needed for the planning, operation and implementation of the Office's activities;
- Review, analyze, and prepare written materials for public disbursement such as letters, reports, correspondence and other documents related to the Office's functions;
- Serve as liaison with internal and external parties on matters related to the Office of Diversity and Inclusion (e.g., answer questions concerning departmental activities and transmit instructions and or information to and from diversity members/staff);
- Perform other related duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Required Educational Background: Bachelor's degree required.

Required Experience: Minimum (2) two years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating programs and services. Must possess a valid New Jersey Driver's License.

Essential Skills:

- Ability to establish and maintain effective working relationships with other City of Jersey City employees, public officials and the general public;
- Excellent organizational skills, ability to manage multiple projects at once, follow through and meet deadlines;
- Outstanding written and oral communications skills;
- Proficiency in Microsoft Office products including Word, Excel, PowerPoint, and Access.

Preferred Education/Skills/Qualifications: Master's degree in a related field. Prior community outreach experience. Bilingual (Spanish speaking).

This is a Civil Service position and, if applicable, you will eventually need to qualify for the applicable civil service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.