



JON S. CORZINE
Governor

State of New Jersey

Highlands Water Protection and Planning Council
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JOHN R. WEINGART
Chairman

EILEEN SWAN
Executive Director

The Highlands Council is seeking candidates for the following positions: Two full-time positions which offer excellent benefits from the State of New Jersey, and one part-time position.

Resource Management Specialist

Graduation from an accredited college or university with a Masters Degree (or 5-10 years equivalent work experience) in any of the following fields: terrestrial ecology, wildlife biology, forest ecology, forestry, forest management, ecosystem management, aquatic ecology, botany, environmental science, environmental policy. The applicant shall be proficient in natural resources management, habitat and ecosystem assessment, ecosystem restoration, project management and review, policy writing and regulatory permitting. Excellent organizational and communication skills are essential.

Executive Assistant

Candidate will maintain Executive Director's schedule and provide administrative support to the Executive Director for Council and associated committees. Other duties will be to assist in planning, organizing, managing and establishing procedures for administrative oversight and control within various units under the direction and supervision of the Executive Director. Bachelor's Degree or equivalent and 2-5 years of professional experience in an administrative position, supervisory experience is preferential. Experience in local or state government preferred. Candidate must be proficient in MS Word and Outlook and have excellent communication and organizational skills. Must be a team player and a self starter, and be able to prioritize workload in a fast paced environment.

Part-Time Administrative Assistant

A part-time (20 hours/week) Administrative Assistant is needed for various administrative duties. Candidate must have good working knowledge of MS Office and Outlook and must be able to work in a team environment and use initiative to meet project deadlines. Experience in financial matters is highly desirable.

Please mail, fax or email the following to the address below:

- 1) cover letter indicating your interest and experience
- 2) resume
- 3) salary history
- 4) writing sample
- 5) names and phone numbers of three references

New Jersey Highlands Council
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