



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

JOB POSTING #: 23-18

DATE OF POSTING: December 14, 2018

DATE OF CLOSING: January 18, 2019

TITLE: Communications Manager

SALARY: Commensurate with experience

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Office of Communications

GENERAL DESCRIPTION: The New Jersey Board of Public Utilities is seeking a Communications Manager to join our Communications Division. We are looking for a skilled writer and visionary who works well as part of a team and is motivated by the fast pace of government and the opportunity to implement progressive clean energy and climate change policies.

The Communications Manager will report to the Communications Director and work closely with leadership and agency heads to promote the agency's mission, policy priorities, and accomplishments, particularly the state's leading role when it comes to clean energy and climate change. His or her responsibilities will include identifying press opportunities and developing content to be disseminated via social media, websites, press releases and any other distribution channels. On occasion, she or he will be asked to assist with breaking news or a crisis/weather situation that occurs on nights and weekends.

Other duties and responsibilities include, but are not limited to:

- Contribute to and help to implement overall agency communications strategy;
- Work with Agency division heads to create and implement targeted issue and educational outreach;

- Brainstorm creative press angles to promote the Agency’s mission and success to a national audience; develop strategies and tactics to expand presence in new and national markets;
- Cultivate relationships with national and local reporters and other media professionals, proactively pitch stories and respond to inquiries;
- Identify public events and opportunities that promote the agency's public and governmental relations strategy and improve ratepayer understanding of Board initiatives;
- Draft and edit communications, including press releases, talking points, messaging documents, op-eds;
- Manage and help grow social media content;
- Monitor and track media coverage;
- Work closely with Office of Ombudsperson to coordinate and constituent outreach opportunities and manage constituent correspondence in partnership with department assistant.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three to five (3-5) years’ experience in government, communications or public affairs in a public or private agency or organization.

OPEN TO THE FOLLOWING: Open to NJ residents.

NOTE: RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL TO:

NJ Board of Public Utilities
Office of Human Resources
P.O. Box 350
Trenton, NJ 08625
humanresources@bpu.nj.gov