



Digital Communications Manager

About OSC:

The Office of the State Comptroller (OSC) is an independent State agency that works to make government in New Jersey more efficient, transparent and accountable. Established in 2008, OSC is tasked with examining all aspects of government expenditures, including reviewing public contracts, auditing finances, and evaluating the performance of programs. OSC detects and uncovers government fraud, waste and abuse, monitors public officials and entities, and issues investigative reports to the public. OSC also serves as the state's Medicaid Inspector General.

About the Role:

The Office of the State Comptroller seeks a Digital Communications Manager to amplify OSC's work and mission across its digital channels, including social media, email newsletters, website and video content. Reporting to the Communications Director, the Digital Communications Manager will execute on OSC's digital strategy, informing New Jersey residents regarding OSC's reports and raising awareness of government accountability issues in New Jersey through compelling digital content.

Responsibilities:

- Manage the day-to-day execution of OSC's social media accounts, pitching and producing original content.
- Work closely with the Communications Director to launch digital campaigns for OSC, including drafting and posting social media content, email newsletters, blogposts, and short videos.
- Assist in managing OSC's website, including writing blogposts on matters related to government transparency and accountability in New Jersey.
- Complete design projects using Adobe Suite, including social media graphics, videos, official correspondence for the Executive Team, and internal communications.
- Participate in weekly communications strategy meetings.
- Extract and share learnings from digital campaigns and implement them to optimize future campaigns.
- Produce internal newsletters; monitor for relevant stories.
- Serve as a resource to OSC staff and work to ensure all of OSC's external communications are professional.

Requirements:

- Graduation from an accredited college or university with a Bachelor's Degree.
- Five (5) years' experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization, two (2) years of which shall have been in a supervisory capacity.
 - NOTE: Additional experience as indicated above may be substituted on a year-for-year basis for the above education. Thirty (30) semester hour credits are equal to one (1) year of experience.
 - NOTE: A Master's degree in Journalism, Public Relations, Communications, or English may be substituted for one (1) year of nonsupervisory experience. A Master's Degree in Journalism, Public Relations, Communications or English is preferred but not required.
 - For more information regarding this position, please visit the following link: <https://info.csc.state.nj.us/jobspec/54457.htm>.

The ideal candidate will have most of the following skills and experience:

- Comfort working in a fast-paced environment across multiple departments.
- Exceptional writer with an ability to distill complex policy issues into accessible, interesting content.
- Experience managing social media accounts.
- Graphic design and video production experience.

- Communications experience in a newsroom, non-profit, or government setting.
- Proficiency in Spanish.

Candidates should submit a cover letter and resume to careers@osc.nj.gov. Candidates are also encouraged to submit a writing sample, design portfolio, or links to digital content you have produced.

You can also mail your application to:

Paola Belardo
Office of the State Comptroller
P.O. Box 024
Trenton, NJ 08625

NOTE: Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

New Jersey is an Equal Opportunity Employer