

**NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**

NOTICE OF JOB VACANCY

TITLE: Senior Public Information Assistant	SALARY RANGE: \$64,340.11 - \$94,061.71	POSTING NO.: 85-26	ISSUE DATE: 4/10/2026 CLOSING DATE: 5/8/2026
LOCATION: Central Office Headquarters, Public Information Office – Trenton, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS ONLY OPEN TO THE FOLLOWING:			
<input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input checked="" type="checkbox"/> Interested individuals who meet the stated requirements			
JOB DESCRIPTION			
<p>Under direction of a Principal Public Information Assistant or other supervisory official in a state department, institution, or agency, assists in the drafting, selection, editing and dissemination of informative materials designed to aid the public relations and information program of the department; does related work as required.</p> <p>More Specifically: The New Jersey Department of Corrections (NJDOC) is seeking a dynamic, digitally-savvy Senior Public Information Assistant to join the communications team. This role is designed for a strategic communicator with at least six years of professional experience who can bridge the gap between external public relations and internal employee engagement. The ideal candidate will have a proven track record of using social media to drive measurable outcomes and a passion for crafting high-quality content that keeps a large workforce informed and inspired.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Digital & Social Media Strategy: Develop and execute creative social media campaigns across multiple platforms (Facebook, X, Instagram, LinkedIn) to improve public perception, support recruitment efforts, and highlight departmental milestones. • Internal Communications: Assist in the production of the agency’s internal newsletter and intranet content. This includes identifying key stories from the field, interviewing staff, and translating complex policy updates into digestible employee communications. • Strategic Content Development: Write, refine, and distribute official announcements, internal briefing materials, and digital copy. Proficiency in visual design for social media platforms is highly valued to enhance engagement across digital channels. • Data-Driven Reporting: Monitor social media analytics and internal communications open rates to measure the effectiveness of outreach and adjust strategies accordingly. 			
REQUIREMENTS			
<p>NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Six (6) years of professional 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.</p> <p>OR</p> <p>Possession of a bachelor’s degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master’s degree in Journalism, Public Relations, Communications, or English; and one (1) year of the above-mentioned professional experience.</p> <p>Preferred Professional Profile:</p> <ul style="list-style-type: none"> • Expert Storyteller: Ability to find the “human interest” story within a complex government agency. • Platform Mastery: Advanced knowledge of social media algorithms, scheduling tools, and community management. • Technical Writing: Exceptional editing skills with “no-error” approach to newsletters and public-facing copy. • Adaptability: Ability to maintain a professional, neutral tone in a fast-paced, high-stakes public safety environment. 			
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BENEFIT(S)*

*Pursuant to the State/Department's policy, procedures and/or guidelines.

Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:

- Alternate Work Week available for some positions
- Telework available for some positions
- Deferred Compensation
- Paid Time Off
- 13 State Holidays
- Health and Life Insurance
- Pet Insurance available through certain plans
- Flexible and Health Savings Accounts (FSA)/(HSA)
- Tuition Reimbursement
- Public Student Loan Forgiveness (PSLF)
- Up to \$250 in rewards for exercising
- Gym membership discounts
- Diversity & Inclusion events
- Workplace security, health and safety
- Incarcerated Person empowerment and rehabilitation

APPLICATION INSTRUCTIONS

Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov

Forward Response To:

Robert Smith
Region 6 Personnel Services
Central Office, Civilian Recruitment
P.O. Box 863
Trenton, NJ 08625-0863

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