NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Mikie Sherrill
Governor

Shirley U. Emehelu
Lt. Governor

Joseph E. Ribsam Jr.
Acting Commissioner

JOB VACANCY POSTING

POSTING #: 523-26

ISSUE DATE: November 6, 2026

TITLE: **GOVERNMENT REPRESENTATIVE 2 (UNCLASSIFIED)**

CLOSING DATE: December 5, 2026

FUNCTIONAL TITLE: **COMMUNICATIONS AND WEBSITE MANAGER**

LOCATION: Department of Children and Families (DCF)
Office of Resilience
50 East State Street
Trenton, NJ 08625

POSITIONS: 1

DISTRIBUTION: STATE-WIDE

SALARY: $80,000 - $85,000

SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

NOTE: Applicants are required to submit a completed State of New Jersey Application for Employment with their resume at the time of application. Failure to do so will result in disqualification for this position. Please note this does not apply to current DCF employees.

DEFINITION: The Communications & Website Manager works collaboratively with the Office of Resilience (OOR) team to strengthen the Office's communication and engagement strategies, establishing OOR as a trusted advisor on trauma-informed and healing-centered approaches across New Jersey.

This role manages OOR's virtual technical assistance center, Healing & Resilient NJ, and is responsible for developing and executing a comprehensive communication plan that defines audience segments, priority messages, communication roles, and a regular outreach cadence. The Communications & Website Manager will develop audience-specific materials that translate trauma-informed, resilience, and healing-centered concepts into clear and practical language, create and manage engaging social media content and public service announcements that promote optimal child development and lifelong resilience across the state. This position also facilitates and coordinates OOR's annual in-person statewide trauma summit, bringing together practitioners and leaders to advance best practices and standardization in trauma-informed and healing-centered approaches.

REQUIREMENTS

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

EXPERIENCE: A minimum of three (3) years of experience in website management, digital communications, and social media strategy, with the ability to translate complex concepts into accessible, audience-specific messaging for diverse stakeholder groups.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an

evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT NOTICES

EMPLOYEE BENEFITS: The Department of Children and Families provides many employee benefits, including but not limited to:

- Alternative Workweek Program*
- Deferred Compensation
- Health, Dental and Life Insurance
- Flexible and Health Spending Accounts
- Pension

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*Pursuant to Department policy, procedures and/or guidelines

PUBLIC SERVICE LOAN FORGIVENESS: As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, you must submit any of the supporting documentation specified in N.J.S.A. 11A:7-13.3 along with your resume by the closing date indicated above.

UNIT SCOPE: Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope. A complete list of DCF unit scopes can be found here.

RESIDENCY: Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. This position does not offer visa sponsorship now or in the future.

Electronic Filing:

Forward a cover letter, resume, and completed Application for Employment as a **single PDF document,** saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the **Job Posting #** in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.