



PHIL MURPHY
Governor

TAHESHA WAY
Lt. Governor

State of New Jersey
Office of the Public Defender
Human Resources
25 Market Street, 1st Floor
P.O. Box 850
Trenton, New Jersey 08625-0850

JENNIFER N. SELLITTI
Public Defender

September 16, 2025

JOB OPPORTUNITY

ANNOUNCEMENT NUMBER: 2025-025

CLOSING DATE: September 30, 2025

OPEN TO: All candidates meeting the requirements listed below.

POSITION: Director of Communications

LOCATION: Office of the Public Defender
PD Management
Hughes Justice Complex
25 Market Street
Trenton, NJ 08625

SALARY: \$110,000 - \$150,000/Annual (Salary Commensurate with Experience)

DEFINITION: Under direction, has charge of the work programs and staff concerned with internal and external communications; directs the activities pertaining to communication, including the writing of speeches and correspondence for executives, and the provision of information to the public regarding agency or departmental programs and policies; does related work as required.

SPECIAL NOTE: The Director of Communications will guide how the Office of the Public Defender communicates with the media, stakeholders, the public, its partners, and staff. Reporting to the Executive Director for Communications and Government Affairs, this role leads strategic communications and media engagement to highlight and promote the Office's work.

RESPONSIBILITIES OF THE POSITION:

- Directs all communications program activities including the development and issuance of public statements and responses to inquiries from the press and public.
- Prepares, edits, and distributes agency materials in print and/or electronic formats, including, but not limited to: newsletters, brochures, fact sheets, reports, news releases, and strategic plans.
- Directs the organization, development and administration of the work programs and staff concerned with internal and external communications; formulates and implements policies and procedures for the operation of communication programs.
- Directs all program activities related to the development and production of internal and external publications, such as annual reports, newsletters, and publications designed to provide information to the public and staff.
- Directs the Programs activities related to researching, writing, issuing, and monitoring the status of correspondence for executive signature.
- Acts as one of the first points of contact between the agency and members of the press and public.
- Creates, edits, and distributes regular electronic newsletters, and other electronic communications tools, including social media.
- Tracks and analyzes impact of digital outreach, including social media and newsletters.

Posting 2025-025 (Cont'd)
Director of Communications

- Acts as staff liaison to the NJOPD's IT Department, coordinating maintenance of the agency's website, ensuring consistent tone and relevant content.
- Supports coordination and implementation of public events.
- Directs the establishment and maintenance of essential and confidential records, reports and files.
- Makes recommendations regarding communication policies and operations.
- Contributes to a culture of creativity and collaboration, providing specialty-area insight in alignment with agency goals.

KNOWLEDGE AND ABILITIES:

- Knowledge of methods and techniques used in collecting and analyzing factual data and its interpretation and publication through the media of print, radio, and television;
- Knowledge of sources from which accurate information can be gathered;
- Knowledge of methods and media for disseminating public information;
- Ability to review and edit written material and to proofread copy;
- Ability to prepare and direct the preparation of speeches and correspondence for executive use;
- Ability to direct programs related to internal and external communications.

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

Note: Applicants who do not meet the above educational requirements may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester-hour credits being equal to one (1) year of experience.

EXPERIENCE: Six years of experience in journalism, public relations, or a related field, two years of which shall have been in a supervisory capacity.

Note: A Master's degree in journalism or a related field may be substituted for one (1) year of experience.

LICENSE: Appointee 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.

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. New Jersey State employees hired prior to September 1, 2011, who transfer from within the Executive Branch or from another State of New Jersey Appointing Authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program visit their website at: <https://www.nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

****Special Note:** This position may be eligible to work remotely for up to two (2) days in a calendar week. **

RESUME SUBMITTAL: Candidates possessing the requirements listed above, should forward a current resume and cover letter via email as soon as possible to OPD.Recruitment@opd.nj.gov. (Note: Include the announcement number and title in the subject line) to:

William Wander, Director of Human Resources
Office of the Public Defender
P.O. Box 850
Trenton, NJ 08625-0850

JOB POSTING AUTHORIZED BY:


William Wander, Director of Human Resources