



MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lieutenant Governor

State of New Jersey

HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL

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www.nj.gov/njhighlands



CARL J. RICHKO
Chairman

BENJAMIN L. SPINELLI, ESQ.
Executive Director

Job Title: Part-Time Communications Assistant/Social Media Manager
Reports to: Communications Manager
Type of Position: Hourly, in-office position based in Chester NJ. Not remote or hybrid.
Up to 20 hours per week; not to exceed 930 hours in a fiscal year
Salary Range: \$30.00 - \$35.00 per hour.
Issue Date: Thursday, July 16, 2026

Organization background

The New Jersey Highlands is a scenic and diverse region located in the northwest part of the state, encompassing 88 municipalities in parts of seven counties. Approximately 70% of New Jersey residents get some or all of their drinking water from the Highlands. For this reason, the region enjoys special protection through the 2004 Highlands Water Protection and Planning Act. The Highlands Council works in partnership with local governments in the region to encourage a comprehensive regional planning approach to implementation of the Highlands Act. This work is guided by the Highlands Regional Master Plan (RMP).

Position

The Highlands Council is currently seeking a part-time Communications Assistant to support outreach and education efforts for the agency. Working closely with the Manager of Communications, this individual will develop content and materials that help convey the importance and value of the Highlands Council's work to constituent municipalities and counties, as well as the public. In addition to managing the Highlands Council's social media presence, the role also involves assembling and distributing weekly news "clippings" for staff and leadership, supporting website content updates, logistical support for outreach events, and other administrative tasks as needed.

Responsibilities

Under the guidance of the Manager of Communications, the Communication Assistant will:

- **Social Media Management.** Create, schedule, and plan posts across multiple platforms.
- **Weekly Clips Summary.** Monitor and summarize news related to agency work.

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- **Website Support.** Assist with website content creation and management (posting files, adding content to web pages, and providing input regarding content structure/architecture using state content management system).
- **Event Support.** Assist with event registration, planning, and staffing.

Skills and Experience

Required:

- Exceptional detail orientation with ability to think strategically, manage projects, and produce high-quality deliverables.
- 2-5 years professional experience providing administrative support ideally within a communications, marketing or similar organization.
- Social media management experience.
- High level of proficiency in Microsoft Office suite, especially Word and PowerPoint.
- Ability to work in a collaborative setting with multi-disciplinary professionals.

Helpful:

- Experience with Microsoft Teams, OneNote, OneDrive/SharePoint.
- Experience with Adobe Creative Suite.
- Graphic design skills/experience.
- Writing, editing, and proofreading skills.
- Experience with public engagement.
- Experience with online content development and management, and familiarity with content management systems.

Education

Bachelor's Degree, preferably in Communications, English, Marketing, Digital Media or Public Relations.

Residency Requirement

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.

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, please email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

Applications

To be considered for this opportunity, please e-mail the following to the address below no later than Thursday, August 6, 2026.

1. Cover letter indicating interest
2. Resume
3. 2-3 social media post samples; 2-3 writing samples
4. Names and phone numbers of at least three references

Application packages may be sent to the attention of: Carole Ann Dicton, Manager of Communications New Jersey Highlands Council: caroleann.dicton@highlands.nj.gov