



New Jersey Board of Public Utilities
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



NOTICE OF VACANCY

****This position may be eligible for telework up to two days per week****

Candidates who applied for posting 08-2024 do not need to reapply

POSTING NO.: 16-2024

TITLE: Communications Manager
(Broadband Marketing & Outreach
Manager)

SALARY: \$70,000.00 – \$80,000.00

WORKWEEK: 35 hours (NL)

EXISTING VACANCIES: One (1)

OPENING DATE: February 29, 2024

CLOSING DATE: March 27, 2024

DIVISION/LOCATION: Office of
Broadband

At the New Jersey Board of Public Utilities (“Board”), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

GENERAL DESCRIPTION: Under direction of the Director of Broadband, manages and promotes public understanding of department programs and technologies; directs preparation and implementation of public awareness programs, and serves as liaison to the public on department matters; performs other related work as required.

WORK RESPONSIBILITIES

- Responsible for developing strategies for greater outreach and visibility of the OBC, building relationships with local governments, non-profits, and service providers, and identifying opportunities to expand broadband utilization, such as digital literacy, adoption, and inclusion.
- Conduct and support outreach efforts, including but not limited to webinars, listening sessions, town halls, state planning conferences, and digital and social media content.
- Managing and growing outreach and engagement through social media platforms, email newsletter, and partnerships with media outlets.
- Ensuring all marketing materials comply with ADA Title II regulations.
- Collaborating with BPU’s Communication Office to streamline communications and ensure OBC’s engagements and outreach efforts are in compliance with Board policy and procedures.
- Track and report all stakeholder engagement activities and communicate key findings to interested parties, including State and federal agencies.

- Maintain public mailbox and respond to/route inbound inquiries, as needed.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Communications, English, Journalism or Public Relations or other related field.

EXPERIENCE: Three (3) to Five (5) years' experience in communications or a public relations and/or public information program in a public or private agency or organization. Demonstrated expert knowledge in communications. Strong writing, editing, grammar and proofreading skills.

OPEN TO THE FOLLOWING: Open to New Jersey residents.

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.

WORK AUTHORIZATION: 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. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

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. The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please [click here](#) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#) – listed under HR policies). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

Visit us at <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.