



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 have previously applied to 07-2024 do not need to reapply.

POSTING NO.: 35-2024

EXISTING VACANCIES: One (1)

TITLE: Communications Manager

OPENING DATE: June 5, 2024

SALARY: \$70,000.00 – \$75,000.00

CLOSING DATE: June 19, 2024

WORKWEEK: 35 hours (NL)

DIVISION/LOCATION: Office of
Communications

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 the supervision of the Director of Communications, works closely with leadership and agency senior staff to promote the Board of Public Utilities’ mission, policy priorities, and accomplishments; particularly the state’s leading role when it comes to clean energy and climate change and as the State’s utility regulator. A successful candidate will have demonstrated excellent writing abilities with experience in media relations and/or speechwriting and a keen attention to detail.

WORK RESPONSIBILITIES

- Contribute and help to implement the communications strategies of the Board.
- Write speeches and talking points for the Board President; contribute to the agency’s core talking points for all staff and representatives to utilize in public appearances.
- Draft and edit communications on behalf of the President of the Board, including messaging documents, op-eds, and weekly videos.
- Develop statements for press distribution, opinion pieces, editorials and other media related correspondence, collaborating with subject matter experts from the Board’s technical division staff.
- Develop strategies to expand NJBPU’s presence in new local and national media markets.
- Identify press opportunities and develop content to be disseminated via social media, websites (Facebook, Instagram, Twitter, and YouTube), press releases and any other distribution channels.

- Occasionally assist with breaking news or a crisis/weather emergency that can occur on nights and weekends.

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 indicating the date the degree was conferred (required), the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#)). 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.