



BOARD OF PUBLIC UTILITIES NOTICE OF VACANCY



POSTING: 63-2026	OPENING DATE: SEPTEMBER 25, 2026	CLOSING DATE: OCTOBER 16, 2026
TITLE: COMMUNICATIONS MANAGER (DIGITAL STRATEGY & CONTENT)	WORKWEEK: 35 HOURS (NL)	EXISTING VACANCIES: 1
SALARY: \$80,000.00 – \$90,000.00	DIVISION/OFFICE: OFFICE OF COMMUNICATIONS	
OPEN TO THE PUBLIC		

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 keen attention to detail.

WORK RESPONSIBILITIES

Develop and implement agency-wide communications strategies supporting NJBPU programs, policy, and executive leadership. Lead the planning, creation, scheduling, and publication of content across Facebook, Instagram, X, and YouTube. Design graphics, write and edit copy, and develop integrated digital campaigns for agency programs, events, and announcements. Track and analyze social media, website and campaign performance; prepare reports and use findings to improve content strategy and audience engagement. Update NJBPU's public website and intranet and contribute to the redesign of the NJBPU website. Assist in coordinating virtual and hybrid public meetings and livestreams in partnership with OIT. Provide photography, video production, and onsite communications support for agency events and stakeholder meetings. Coordinate with internal divisions, executive leadership, vendors, and external stakeholders to ensure consistent and accurate messaging. Support communications contracts and vendor relationships, including work associated with New Jersey's Clean Energy Program. Assist with urgent breaking news and weather-related communications outside of regular business hours if needed. Draft and edit internal observance messages from the NJBPU President to agency staff through email. Ensure communications materials follow agency branding, editorial, and accessibility standards. Assist in development of the NJBPU marketing campaign.

REQUIREMENTS

EDUCATION: Graduation from an accredited college 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.

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

RESUME NOTE: Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

GENERAL INFORMATION

BENEFITS: The State of New Jersey offers a variety of employee benefits statewide, including:

- Health and Dental Benefit Plans
- Prescription Drug Plan
- Vision Care Reimbursement
- Deferred Compensation
- 12 Vacation Days, 15 Sick Days, 3 Administrative Leave Days
- 13 Paid Holidays
- Telework available for some positions after 120 days of employment* (*Pursuant to the BPU's policy, procedures, and/or guidelines*)
- Flexible and Health Savings Accounts
- Public Student Loan Forgiveness
- Paid Leave for Military Training

HOURS OF WORK: The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.

STATE AS A MODEL EMPLOYER (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.](#)

TELEWORK: This position may be eligible to participate in the Department's Telework Program after 120 days of employment, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by management per operational needs, subject to all requirements of the Department's Telework Program. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.

WORK AUTHORIZATION: In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment verification forms upon hire. 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.

RESIDENCY REQUIREMENTS: The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new, or prospective employees should be aware of the following: *Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for the State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment. For more information, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>*

APPLICATION INSTRUCTIONS: Submissions must be received in time to the email address listed below to be considered. **Failure to submit all required documents may result in an ineligibility determination.** Interviews will be granted based on the resume.

If you are qualified, please submit the documents listed below by 4:00 pm on the closing date of this vacancy:

- Cover letter/letter of interest indicating the posting number
- A current resume
- Proof of degree (a copy of your final official/unofficial transcripts and/or foreign degree evaluation)
- Writing Sample
- A complete [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#)

All documents must be submitted via email at humanresources@bpu.nj.gov (Subject line must include the specific job posting number).

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