



Communications Director Executive Staff

New Jersey Office of the State Comptroller

Unclassified Director of Communications

Salary Range: M98 - \$140,000-\$163,000

Primary work location is flexible and may be in Trenton or Newark

with eligibility for remote work up to 2 days per week

Opening Date: January 9, 2026 | Closing Date: February 20, 2026

Posting # 01-26

About OSC:

The Office of the State Comptroller (OSC) is an independent state agency created to bring greater efficiency and transparency to all levels of New Jersey government. Our mission is to make the government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates, municipalities, school districts, counties, state colleges and universities, independent state authorities, and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee the integrity of New Jersey's Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

About the Role:

The Office of the State Comptroller is seeking a Communications Director to lead and execute OSC's communications strategy, aimed at informing New Jersey residents about OSC's reports and raising awareness of government accountability issues in New Jersey through compelling digital content. This role involves acting as the official spokesperson in response to inquiries from the press and the public, ensuring that communications reflect the spirit and intent of current policies, programs and initiatives. Additionally, the Communications Director will be responsible for drafting official communications on behalf of the State Comptroller.

Responsibilities:

- Serves as the official spokesperson for OSC in responding to media inquiries, inquiries from the public, or other external parties.
- Develop and manage media relations, establishing contacts with media members, stakeholders, and community leaders.
- Develop and implement a comprehensive social media strategy to optimize engagement and support overall communications strategy.
- Oversee OSC's digital footprint, ensuring accessibility and visibility for all New Jersey residents.
- Lead and execute press strategy for report releases, ensuring effective message dissemination and media coverage.
- Prepare and manage OSC communications materials, maintaining consistent branding and voice.
- Review agency programs, write, edit, and distribute news releases, articles, and informational materials related to OSC's functions and initiatives.
- Draft press releases, correspondence, and other materials issued by OSC for both internal and external distribution.
- Responsible for speechwriting and drafting communiques for public events, stakeholder briefings, and

media appearances on behalf of the office.

- Ensure all messaging is accurate, accessible, and aligned with the office's mission of transparency and accountability.
- Coordinate speaking engagements for the State Comptroller and Division Directors, managing OSC's presence at conferences, trainings, or other events.
- Direct public information campaigns in support of various OSC initiatives.
- Launch digital campaigns, including social media content, email newsletters, blog posts, and short videos.
- Manage the content and display of OSC's website to ensure it remains informative and user-friendly.
- Complete design projects using Adobe Suite, including social media graphics, videos, and official correspondence for the Executive Team.
- Serve as a resource for OSC staff to ensure professional external communications.
- Track engagement across platforms, utilizing data to refine OSC's communications strategy.
- Serve as a liaison to external vendors, managing contracts as necessary.
- Collaborate with internal and external stakeholders on projects, including data visualization, to support OSC's reporting and mission.

Requirements:

- 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 above on a year-for-year basis with thirty (30) semester-hour credits being equal to one (1) year of experience.
- Six (6) years of experience in journalism, public relations, or a related field, two (2) years of which shall have been in a supervisory capacity.
 - NOTE: A Master's degree in journalism or related field may be substituted for one year of experience.

The ideal candidate will have the following skills and experience:

- Excellent verbal and written communication skills.
- Comfort working in a fast-paced environment across multiple departments.
- Exceptional writer with an ability to distill complex policy issues into accessible, interesting content.
- Experience managing social media accounts.
- Graphic design and video production experience.
- Communications experience in a newsroom, non-profit, or government setting.
- Exceptional public speaking skills.

Candidates should submit a cover letter, resume, and three references with whom you have worked directly to:

Mikayla Ridolfino
Office of the State Comptroller
P.O. Box 024 Trenton, NJ 08625
Email: careers@osc.nj.gov

Candidates are also encouraged to submit a writing sample, design portfolio, or links to digital content you have produced.

NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - 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.

The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.

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. For more information on the SAME Program visit their website at <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.