



# VACANCY ANNOUNCEMENT



<b>Posting #: 2026-174</b>		<b>Issue Date: 07/01/2026</b>	<b>Closing Date: 07/15/2026</b>	
<b>Title:</b> Assistant Promotional Material Specialist (Competitive)		<b>Range/Title Code:</b> P24/55623	<b>Salary:</b> \$73,706.89 - \$108,073.49	
<b>Unit Scope:</b> Statewide Career Service	<b>Location:</b> Office of the Chief of Staff– Communication and Marketing, Trenton, NJ 08625 (N325)	<b>Workweek:</b> NE	<b># Vacancies:</b> 2	

### Job Description

The Office of Communication and Marketing oversees all internal and external marketing and communications activities for NJDOL. Specifically, the Office is responsible for all NJDOL publications, forms, media/public relations materials, marketing activities, internal and external content, web/online information, and other creative productions. This position is focused on video media production and/or the creation of bilingual (English/Spanish) promotional and informational materials, and/or other demonstrable creative media skills for social media marketing. The position seeks to fill a gap in the development and coordination of social media content creation, video production and editing, bilingual content creation, and other activities related to departmental messaging. This position requires skills in content creation, including but not limited to video production and post-production and other digital media, with preferred but not required emphasis on reaching Spanish-speaking audiences.

### Responsibilities include:

- Design and develop dynamic media which may include, but is not limited to, graphic design, video content, literature, or other departmental outreach pieces.
- Produce or edit video content for internal and external audiences.
- Assist in the creation of bilingual (English/Spanish) promotional and informational materials.
- Create or update NJDOL publications, outreach, and media/public relations materials.
- Assist with marketing activities and other creative productions.
- Create original content in line with NJDOL branding using Adobe Creative Suite and/or other applicable software.
- Apply other demonstrable communication and media skills in support of departmental messaging.

Full Civil Service Specifications can be found [HERE](#).

### Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

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|--|---|
| • Alternate Work Week*                   | • Telework*   |
| • Deferred Compensation                  | • 100% Tuition Reimbursement*                       |
| • Health and Life Insurance              | • Flexible and Health Spending Accounts (FSA)/(HSA) |
| • Public Service Loan Forgiveness (PSLF) | • Temporary Expanded PSLF (TEPSLF) Programs         |

*\*Pursuant to the Department's policy, procedures and/or guidelines.*

### Civil Service Commission Requirements (Education/Experience/Licenses)

**PLEASE NOTE THIS POSITION IS CONTINGENT UPON CIVIL SERVICE COMMISSION APPROVAL**

**Open to employees of the State of New Jersey who are currently permanent in a competitive title and who meet the open competitive requirements listed below:**

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in advertising, collection, analysis, preparation, and dissemination of bulletins, pamphlets, brochures, exhibits, and displays.

**OR**

Possession of a Bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**RESUME NOTE:** Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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

#### **TO APPLY**

If you qualify, **please submit a letter of interest, transcripts (if applicable), and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,  
Division of Human Capital Strategies.**

#### **EMAIL:**

Human Capital Strategies  
Recruitment Unit

[LWDJobPostings@dol.nj.gov](mailto:LWDJobPostings@dol.nj.gov)

**Subject line must include the specific job posting number.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

*The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.*

New Jersey Department of Labor and Workforce Development  
**PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

**Relative** means an individual’s spouse/domestic partner/civil union partner<sup>1</sup> or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

**Consensual personal relationship** means marriage, engagement, dating or other ongoing romantic or sexual relationships.

**Cohabitant** means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL’s Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

**I DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

**I DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

**Do you need more space for disclosure?**    Yes    No   **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) \_\_\_\_\_

Applicant/Employee’s Signature \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.