

**NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459, TRENTON, NJ 08625**

NOTICE OF JOB VACANCY (Pending Approval)

ISSUE DATE: April 27, 2022

CLOSING DATE: May 11, 2022

OPEN TO: Open to the Public

SALARY: \$56,893.23 - \$80,546.58

DIVISION: Business Action Center

POSTING # STA-2022-024

TITLE: Internal Communications Specialist

**** Applicants who applied to posting # STA-2022-018, need not reapply**

DEFINITION: Under the supervision of the Supervisor of Internal Communications, or other supervisory officer, is responsible for assisting in the preparation, editing, publication and distribution of informational materials to all department employees and members of its constituency; does related work as required .

EXAMPLE OF WORK:

Assists in the preparation of the departmental newspaper, in order to provide information about major departmental policies and programs to all Department employees and members of its constituency throughout the state.

Assists in the preparation of official policy statements, speeches, and other pronouncements about department policies or programs.

Prepares posters, charts, graphs, exhibits, and other visual aid materials, as required.

Assists in compiling, writing, editing, and preparing informational materials, brochures, pamphlets, radio and television spot announcements and other related medias for both department employees and its social services constituency.

Assists in maintaining a Department mailing list of all internal and external publics and members of the Department.

Assists in reviewing and editing communications, policy documents, research reports, study publications, or other official pronouncements designed for dissemination outside the department.

Assists in the design and preparation of community outreach and media campaigns to enhance the ability of Department employees, constituent agencies, institutions and others to understand, support, and comply with State laws and programs.

Assists in the design, preparation, and implementation of conferences, seminars, and any other information sharing conferences for department employees or constituent agencies.

Assists in responding to general informational requests by department employees and/or constituent groups and the public-at-large by providing previously approved and prepared brochures, pamphlets, or other information in both written and verbal form.

Provides professional level technical assistance in media/communications techniques to department staff and constituent agencies in areas that require effective communication and/or outreach skills.

Assists in the completion of questionnaires, correspondence, and other requests for information about the policies and programs of the department.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree

EXPERIENCE: Two (2) years of comprehensive experience in preparing, writing, editing, and distributing various types of news articles, media, or community information campaigns, or other materials used in furtherance of an informational program and/or communications network for a large communication or social service or other organization.

NOTE: A Master's degree in journalism, communications, or a related field may be substituted for one (1) year of experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year for year basis.

LICENSE: Appointee 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 duties of the position.

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. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

APPLICANT INFORMATION: Please note that only applicants who submit an application, cover letter, resume, and college transcripts by the closing date to Employment.Recruiter@sos.nj.gov will be considered for employment.

Employment applications can be found here: <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>

The New Jersey Department of State is an Equal Opportunity Employer