



NEW JERSEY DEPARTMENT OF AGRICULTURE  
200 RIVERVIEW PLAZA  
P.O. BOX 330  
TRENTON, NJ 08625-0862



**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Social Media Intern Part-Time (10 – 40 hours per week in office) June 1, 2023 through August 30, 2023	<b>ANNOUNCEMENT #:</b> 23-23	<b>ISSUE DATE:</b> 03/28/2023 <b>CLOSING DATE:</b> 05/01/23
<b>SALARY RANGE:</b> \$15.00 per hour		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE ONLY <input checked="" type="checkbox"/> GENERAL PUBLIC
<b>LOCATION:</b> Office of the Secretary, 200 Riverview Plaza, Trenton, NJ 08625		

**JOB DESCRIPTION**

Under the direction of the Public Information Officer in the Office of the Secretary, New Jersey Department of Agriculture, this position will develop innovative social media content and video creation for NJDA social media platforms; concept, create, and schedule social media posts and awareness campaigns for NJDA programs and divisions (i.e., images, flyers, videos, and infographics); attend events the Secretary is attending and capture photos/videos for press releases to highlight the topic of the event and the Secretary's presence; assist in developing up-to-date program fact sheets for the general public and legislators; monitor the NJDA's social media platforms, respond appropriately and identify opportunities to increase the NJDA's presence and engagement on social platforms (i.e., Instagram, Twitter, Facebook, and LinkedIn); create style guides for the NJDA; perform other related tasks as required.

This internship will teach government culture, teamwork, and collaboration on agency-wide projects; basic communications such as messaging, branding, marketing, and public relations; communication skills such as writing, copyediting, and social media; and how to plan and execute tactics needed to achieve increased social visibility.

Applicant must have access to reliable means of automotive transportation.

**REQUIREMENTS**

**EDUCATION:** Minimum two (2) years' experience, from an accredited college or university in New Jersey, in a related field (i.e., Public Relations, Graphic Design, Advertising, Social Media, Writing, Communications, Political Science, or Social Sciences). The NJDA will work with an educational institution's Cooperative Education Office to enable students to obtain college credits upon request. Must be a New Jersey resident.

**FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

**SKILLS/EXPERIENCE:** Knowledge of social media platforms (i.e., Facebook, Instagram, Pinterest, LinkedIn, and Twitter); knowledge of copywriting for social media posts and online content; knowledge of Adobe Creative Suite including Photoshop, Illustrator, Premiere Pro, InDesign for creating and editing images, videos, flyers, and other campaign material; knowledge of social media publishing tool (i.e., Hootsuite); photography and videography skills; driven individual with a passion for creativity and project management.

**LICENSE:** Candidate 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.

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

**NOTE:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visas.

**IMPORTANT NOTICE**

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all state employees reside in New Jersey, unless exempted under the law or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**ELECTRONIC FILING INSTRUCTIONS**

Interested applicants must email a resume or CV, cover letter including the announcement number, brief writing and digital promotion/campaign samples, and transcript (unofficial copy acceptable) to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov) by the closing date of this Notice of Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov).

**NJ SAME Program** applicants must email a resume, a signed copy of your approved SAME Program eligibility documentation (**Schedule A Letter** or **Schedule B letter**), by the closing date of this Notice of Job Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov). For additional information, please visit <https://nj.gov/csc/same/overview/index.shtml>, [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or (833) 691-0404.

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer