



State of New Jersey

Highlands Water Protection and Planning Council
100 North Road (Route 513)
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(908) 879-4205 (fax)
www.nj.gov/njhighlands



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CARL J. RICHKO
Chairperson

BENJAMIN L. SPINELLI, ESQ.
Executive Director

Job Title: Communications Specialist, Part-Time
Reports to: Manager of Communications
Type of Position: Hourly, Part-Time position not to exceed 944 hours in a fiscal year
Salary Range: \$30.00 - \$35.00 per hour. Up to 20 hours per week.
Issue Date: March 8, 2023

Organization Background

The New Jersey Highlands Region covers less than 15% of the state's land area, but provides drinking water to approximately 70% of New Jersey residents. For this reason, the region enjoys special protections through the 2004 Highlands Water Protection and Planning Act. The Highlands Council works in partnership with local governments in the region to encourage a comprehensive regional planning approach to implementation of the Highlands Act. This work is guided by the Highlands Regional Master Plan (RMP).

Position

The Highlands Council is currently seeking a part-time Communications Specialist to support outreach and education efforts for the agency. Working with the Manager of Communications, this individual will develop content and materials that help convey the importance and value of the Highlands Council's work to constituent municipalities and counties, as well as the public.

Responsibilities

Under the guidance of the Manager of Communications, assist with:

- Research, writing and/or editing of external and internal communication materials including (but not limited to) press releases, promotional brochures/fliers, annual report features, training materials, policy and guidance documents.
- Website content creation and management (posting files, adding content to web pages, and providing input regarding content structure/architecture using state content management system).
- Presentation creation and editing (PowerPoint).
- Logistical and administrative support of internal and external events.
- Monitoring and summarizing news clips related to agency work.

Skills, Experience, and Attitude

- Enthusiasm for environmental protection and the role that local and state government can play.
- Exceptionally detail-oriented with ability to think strategically, manage projects, and produce high-quality deliverables.
- Ability to work in a collaborative setting with multi-disciplinary professionals.
- 2-5 years professional experience in a communications, marketing or related role.
- Proven professional writing and editing skills in a business context.
- High level of proficiency in Microsoft Office suite, especially Word and PowerPoint.
- Experience with public engagement.
- Familiarity with Microsoft Publisher and Microsoft Teams strongly preferred.
- Experience with online content development and management, and familiarity with content management systems.
- Knowledge of Teams Webinar, Forms, and/or Power Automate a plus.
- Graphic design skills and experience a plus.
- Social media experience could be helpful in the future.

Education

- Bachelor's Degree, preferably in Communications, English, Marketing, Public Relations, or related field.

Residency Requirement

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.

Applications

To be considered for this opportunity, please e-mail the following to the address below no later than March 31, 2023.

1. Cover letter indicating your interest;
2. Resume;
3. 1-3 writing samples; and
4. Names and phone numbers of at least three references.

Application packages may be sent to the attention of:

Carole Ann Dicton, Manager of Communications
New Jersey Highlands Council
caroleann.dicton@highlands.nj.gov