



**PHILIP D. MURPHY**  
Governor

**TAHESHA L. WAY**  
Lieutenant Governor

# State of New Jersey

## HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL

100 North Road (Route 513)  
Chester, New Jersey 07930-2322  
(908) 879-6737  
(908) 879-4205 (fax)  
[www.nj.gov/njhighlands](http://www.nj.gov/njhighlands)



**CARL J. RICHKO**  
Chairman

**BENJAMIN L. SPINELLI, ESQ.**  
Executive Director

Job Title: Communications Specialist, Part-Time  
Reports to: Manager of Communications  
Type of Position: Hourly, in-office position based in Chester NJ. Not remote or hybrid.  
Up to 20 hours per week; not to exceed 930 hours in a fiscal year  
Salary Range: \$30.00 - \$35.00 per hour.  
Issue Date: December 18, 2024

### Organization Background

The New Jersey Highlands is a scenic and diverse region located in the northwest part of the state, encompassing 88 municipalities in parts of seven counties. Approximately 70% of New Jersey residents get some or all of their drinking water from the Highlands. For this reason, the region enjoys special protection 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. This position requires a communications generalist with an emphasis on social media, newsletters, and graphic design, underpinned by strong writing and editorial skills. 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, the Communication Specialist will:

- Manage online social media presence.
- Monitor and summarize news clips related to agency work.
- Assist with website content creation and management (posting files, adding content to web pages, and providing input regarding content structure/architecture using state content management system).
- Research, write and/or edit external and internal communication materials including (but not limited to) press releases, promotional brochures/fliers, annual report feature articles, monthly newsletters, training materials, policy and guidance documents.
- Assist with presentation creation and editing (PowerPoint).
- Support and staff internal and external events.

## 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.
- Social media and online newsletter management experience.
- Graphic design skills and experience.
- 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, Microsoft Teams, and Adobe Lightroom strongly preferred.
- Experience with online content development and management, and familiarity with content management systems.
- Knowledge of Microsoft Teams Webinar, Forms, and/or Power Automate a plus.

## Education

Bachelor's Degree, preferably in Communications, English, Marketing, Digital Media or Public Relations.

## 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.

**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 by the closing date indicated above. For more information on the SAME program, please visit: <https://nj.gov/csc/same/overview/index.shtml>, email [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144 and select Option #3.

## Applications

To be considered for this opportunity, please e-mail the following to the address below no later than January 17, 2025.

1. Cover letter indicating your interest
2. Resume
3. 1-3 writing samples *and* 1-3 social media and/or graphic design samples
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](mailto:caroleann.dicton@highlands.nj.gov)