



New Jersey Board of Public Utilities
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



NOTICE OF VACANCY

****This position may be eligible for telework up to two days per week****

POSTING NO.: 64-2023

EXISTING VACANCIES: One (1)

TITLE: Community Relations Manager
(Broadband Marketing & Outreach
Manager)

OPENING DATE: October 30, 2023

CLOSING DATE: November 17, 2023

SALARY: \$83,619.58 – \$119,250.94

DIVISION/LOCATION: Office of
Broadband

WORKWEEK: 35 hours (NL)

At the New Jersey Board of Public Utilities (“Board”), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

GENERAL DESCRIPTION: Under direction of the Director of Broadband, manages and promotes public understanding of department programs and technologies; directs preparation and implementation of public awareness programs, and serves as liaison to the public on department matters; performs other related work as required.

WORK RESPONSIBILITIES

- Responsible for developing strategies for greater outreach and visibility of the OBC, building relationships with local governments, non-profits, and service providers, and identifying opportunities to expand broadband utilization, such as digital literacy, adoption, and inclusion.
- Managing and growing outreach and engagement through social media platforms, email newsletter, and partnerships with media outlets.
- Ensuring all marketing materials comply with ADA Title II regulations.
- Collaborating with BPU’s Communication Office to streamline communications and ensure OBC’s engagements and outreach efforts are in compliance with Board policy and procedures.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience involving the organization and administration of community relations, environmental training and development, public service, or project

management programs, two (2) years of which shall have been in a supervisory capacity.

The successful candidate will possess and demonstrate a broad range of project management and leadership skills including strong written and oral communication skills; exceptional interpersonal skills; thorough problem analysis; creative thinking; and prudent decision-making and sound judgment. The ability to manage and develop projects, to effectively delegate and oversee staff, teams and efforts and lead interdepartmental cooperation. Proficiency and experience in analyzing and synthesizing complex information and data sets.

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

RESUME NOTE: Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

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.

OPEN TO THE FOLLOWING: Open to current State employees with permanent status in the competitive division, who meet the requirements and experience stated above.

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.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#) – listed under HR policies). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

Visit us at <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.