



# THE TOWNSHIP OF BRIDGEWATER

100 Commons Way / BRIDGEWATER, N.J. 08807  
908-725-6300 / FAX # 908-725-3365

## JOB POSTING

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| <b>POSITION:</b>          | PUBLIC INFORMATION AND OUTREACH OFFICER             |
| <b>POSTING DATE:</b>      | 12/03/2021  |
| <b>CLOSING DATE:</b>      | 12/16/2021 @ 5:00PM (Eastern)                       |
| <b>JOB TYPE:</b>          | Full-Time   |
| <b>REPORTS TO:</b>        | Deputy Township Administrator                       |
| <b>UNION AFFILIATION:</b> | None  |
| <b>SALARY RANGE:</b>      | Grade L (Minimum \$51,665.93 / Maximum \$85,700.28) |
| <b>WORK HOURS:</b>        | 9:00AM – 5:00PM, Monday – Friday                    |

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The primary function of the Public Information & Outreach Officer is to clearly communicate critical outgoing information from the Township to its residents through a variety of avenues and platforms, including but not limited to social media, digital correspondence, mailed notices and public events. The PI&OO will develop and execute digital, social media & multimedia outreach strategies designed to maximize information delivery to our residents, especially when that information is time-sensitive or exigent. He/she will plan and execute public events in order to provide residents a convenient and accessible channel through which to relay their issues and concerns directly to the Township. He/she will also assist the rest of OCR with the resolution of specific resident issues as needed. Reports to the Deputy Township Administrator.

### MINIMUM REQUIREMENTS

- Exceptional interpersonal communication skills, with both internal & external stakeholders—confident public speaker.
  - Strong work-ethic, ability to achieve objectives and intent with minimum supervision, professional flexibility and adaptability
  - Extensive knowledge of social media platforms including experience running public pages and executing social media campaigns
  - Experience planning and executing large public events
  - Structural and functional knowledge of local, county, state and federal government required
  - Video production and graphic design experience preferred
  - Experience with ConstantContact or similar mass e-mail platform preferred
  - Familiarity with Microsoft Office suite required
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### SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
  - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
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### HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-employee-application\\_2019.11.20.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-employee-application_2019.11.20.pdf).

To apply, submit a resume and a fully completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), no later than 5:00PM on 08/17/2021. **Please put “Public Information Officer” in the subject line of the e-mail.**

AN EQUAL OPPORTUNITY EMPLOYER