

# NOTICE OF JOB VACANCY

**DEPARTMENT:** CLERK OF THE BOARD

**TITLE OF POSITION:** PUBLIC INFORMATION COORDINATOR

**DESCRIPTION OF POSITION:** Under direction, will prepare press releases, web content, social media posts, speeches, & articles. Planning of media campaigns, researching & creating background material for information disseminated from the Office of Communication & Public Information. Assists in planning media campaigns. Does other related duties.

**EXPERIENCE/EDUCATION:** Graduation from an accredited college with a Bachelor's degree in Communications. For qualified candidates, there is the opportunity to learn-on-the-job, develop a complete communications skillset, & achieve proficient knowledge of local government services related to sustainability, elections, public safety, arts & culture, public recreation, social services & much more.

**SALARY RANGE:** \$46,059 - \$71,968

**ISSUE DATE:** March 1, 2023 **CLOSING DATE:** March 14, 2023

**AUTHORIZED SIGNATURE:**



**PRINT NAME:** JAMES E. PELLETTIERE, Clerk of the Board

**INTERESTED APPLICANTS MAY CONTACT:**

Office of Communication and Public Information  
908-527-4419 or  
Email @ Kelly.Martins@ucnj.org

**UNION COUNTY IS AN AFFIRMATIVE ACTION/  
EQUAL OPPORTUNITY EMPLOYER**

**UNION COUNTY RESIDENCY REQUIRED**