



**CITY OF JERSEY CITY**  
**DEPARTMENT OF HUMAN RESOURCES**  
280 GROVE STREET JERSEY CITY, NJ 07302  
P: (201) 547-5217 F: (201) 547-5022



STEVEN M. FULOP  
MAYOR

NANCY RAMOS  
DIRECTOR

**Job Opening:**  
**Communications Aide**

**Department:** Administration

**Division:** Communications

**Exempt/Non-Exempt:** Exempt

**Workweek:** 40 hours

**Salary:** Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City is looking for a Communications Aide. Reporting to the Press Secretary, the position involves press release writing, social media and website content development and management, assistance with press conferences and other events, as well as occasional creative direction with graphics team.

**Job Duties:**

- Assists in performing work involved in the preparation and distribution of news releases, speeches, bulletins, pamphlets, circulars, and other informative materials designed to acquaint the general public with the functions, aims, programs, regulations, policies, and procedures of the City of Jersey City
- Compiles, writes, edits, and prepares drafts of materials to be used for media communications and bulletins
- Assists in preparing posters, charts, graphs, exhibits, and other visual aid materials as may be required
- Assists in performing the work involved in collecting, compiling, tabulating, and interpreting statistical and other information and putting it into understandable form for the use of the general public.
- Attends meetings, conferences, committee hearings, and other group meetings
- Prepares correspondence concerning the public information and publicity activities

*Please note this job description is not designed to cover or contain a comprehensive listing of activities,*

*duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**Required Education Background:** Bachelor's Degree

**Required Experience:** Minimum two years of experience in the field of news media, public relations, publicity, and/or advertising

**Essential Skills:**

- Strong understanding of local government functions,
- Ability to multi-task and juggle multiple assignments, often on deadline and with short lead time
- Strong organizational, research, and oral and written communication skills;
- Ability to work collaboratively with other staff and external parties;
- Experience with the social media platforms (e.g. Facebook, Twitter, Instagram)

**Preferred Education:** Bachelor's Degree in a related field (communications, marketing, journalism, etc.)

**Preferred Skills:**

Experience with maintaining and updating websites

This is a Civil Service position and you may eventually need to pass and qualify for the applicable civil service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.