



## New Jersey Economic Development Authority

### Job Description

Job Title: Sr. Advisor – Economic Development Communications Date: February 13, 2019  
Division: Governance, Communications & Strategic Initiatives  
Department: Public Affairs  
Reports To: Chief of Staff (or delegate)  
Grade Level: H20  
FLSA Status: Exempt  Non-Exempt  Hourly   
Employment Status: Full Time  Part Time  Temporary   
Position ID:

### Job Summary

The Senior Advisor – Economic Development Communications is responsible for leading the development and execution of strategic communications efforts to advance the state's economic growth through implementation of the Governor's Economic Plan. The Senior Advisor will closely coordinate with the Governor's Director of Communications and other senior staff and ensure alignment of communications efforts across all state departments and authorities.

### Essential Duties and Responsibilities

- Develops and executes a strategic communications strategy to successfully advance initiatives outlined in the Governor's Economic Plan.
- Serves as the lead advisor to the Governor's Office, EDA and other Cabinet members related to Economic Plan communications and strategies.
- Oversees the tracking and monitoring of communications efforts related to the Economic Plan, and reports to senior staff on a regular basis with progress updates.
- Establishes and maintains relationships with stakeholders, including relevant governmental agencies, and private/nonprofit partners.
- Oversees the preparation of certain reports and materials related to the Economic Plan, including materials for the monthly meeting of the Governor's Jobs and Economic Opportunity Council.
- Performs other duties, as assigned.

### Required Skills and Abilities

- A deep knowledge and understanding of economic development and programs
- An understanding of state government
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and EDA staff
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers.
- Proficient in Microsoft Office Suite and the ability to learn new software packages

### Required Qualifications

#### Education and Experience Requirements

- Bachelor's degree with emphasis in journalism or communications, and/or equivalent experience
- Over seven years of job-related experience

Advanced degree or industry specific certification may be substituted for 1 year of experience

#### Physical Demands

- Minimal
- Ability to work outside normal business hours, as needed

#### Travel

- As necessary to events, meetings, businesses, etc.

#### Certificates and Licenses Required

- Valid driver's license

#### **Note**

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer

#### **Position Requirements**

- Must comply with the "New Jersey First Act" which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.