

Public Information Officer

MUNICIPALITY: Township of North Bergen

POSITION TITLE: Public Information Officer

POSTING DATE: September 9, 2026

DEADLINE DATE: October 9, 2026

SALARY RANGE: commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Township of North Bergen is seeking to hire a qualified, self-motivated and detail-oriented individual for the full-time position of Public Information Officer, reporting directly to the Township Administrator. The successful candidate will be responsible, under direction, for planning, directing, and performing work involved in the collection, preparation, and dissemination of information regarding the agenda, goals, programs, and achievements of the Township through newspaper, radio, television, flyers, periodicals, online, and other media.

Candidates must have excellent customer service skills, writing and communication skills, photography skills, organization skills, and ability to work independently under pressure and as a team member. Fluency in Spanish a plus.

Candidates must have experience managing and evaluating staff, delegating work, and managing projects. The Township of North Bergen is a busy and active municipality, so candidates must be competent in dealing with the Township's diverse demographics and must be skilled at juggling multiple priorities.

The selected candidate will furnish advice and consultation to the Township administration concerning the information needs of the public. The candidate will oversee, manage, and administer numerous software platforms including social media, the Township website, user apps, telephone notifications and emergency alert programs. The candidate will be responsible for interacting with and scheduling vendors, photographers, and employees and for managing payments through an online invoicing system.

Responsibilities include but are not limited to the following:

- Coordinate with local entities on publicity (Police, Rec, Health, library, county, etc.)
- Seek out news and information pertinent to residents
- Draft and post articles about upcoming and recent events on website and social media
- Coordinate ads, articles, press releases, photos, stories for media (print & online)
- Draft community relations letters to residents (road repairs, public meetings, taxes, etc.)
- Liaison with the municipality's contracted public relations firm for publicity releases, mailings, and videos
- Oversee Spanish-language outreach via "Hola North Bergen" Facebook page
- Photograph events; edit and post photos
- Book photographers as needed
- Oversee robocall system; draft, record, and send robocalls to targeted audiences
- Compile and distribute weekly updates to residential developments
- Craft and distribute weekly PowerPoint slideshow with flyers for upcoming events

- Provide content for township video updates
- Help organize and plan events
- Create event flyers (text and graphics)
- Research and respond to resident complaints and queries
- Coordinate with library on history projects
- Direct Township's Arts Initiative project supporting local arts
- Interact with business community (ribbon cuttings, events, meetings, surveys, etc.)
- Work with schools on internship program (writing, photography, video, graphic design)
- Coordinate communications re: state, county, public service companies (PSE&G, Suez), etc.
- Interact with vendors (printing, giveaways, etc.)
- Input and process purchase orders
- Monitor stats for online communications to ensure effectiveness; draft reports
- Look for potential improvement and efficiency opportunities

Candidates must have a bachelor's degree from an accredited college or university and three years of professional experience in work involving the dissemination of information in the field of news media, public relations, publicity, and/or advertising.

Please send resume and cover letter by Friday, October 9, 2026 to:

Art Schwartz

aschwartz@northbergen.org

The Township of North Bergen is an Equal Opportunity Employer.

****NOTE:** The above local job posting was submitted by the local municipality and is not a State job posting.