



# South Jersey Transportation Planning Organization

*Serving Atlantic, Cape May, Cumberland,  
and Salem Counties since 1993.*

Leonard Desiderio, *Chairman*

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*Executive Director*

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## Position Available – Public Outreach Planner

The [South Jersey Transportation Planning Organization \(SJTPO\)](http://www.sjtpo.org) is seeking an entry-level professional for a full-time position to expand upon recent efforts to improve outreach, make written and visual communication more accessible to the public, and contribute towards transportation planning products. The position will report to Alan Huff, Senior Transportation Planner. SJTPO anticipates the position to begin on or around June 19, 2017.

The salary range is \$46,000 to \$52,000 (Range 5) depending on qualifications and experience. New employees are generally hired at or near the starting salary and may be eligible for merit increases each year upon receipt of a satisfactory performance evaluation. The SJTPO offers a full benefits package including medical and dental insurance, optional deferred compensation plans, paid time off, and membership in the New Jersey State Pension System.

### **Responsibilities:**

- **Public Involvement:** The position will engage with the public via events and meetings, including assistance with the Citizen Advisory Committee (CAC) and ultimately serve as the SJTPO liaison to the Committee.
- **Visualization:** The position will create visuals to make difficult concepts easier to understand for the public. This will include creation of infographics, document layout and formatting, presentations, etc.
- **Communication:** The position will assist with communication with the local media, regional stakeholders, and the public. This will include issuance of press releases as well as presentations and other materials to inform, educate, and encourage public participation.
- **Stakeholders:** The position will assist in expanding SJTPO's list of stakeholders to include in information sharing as well as engaging in outreach endeavors.
- **Writing and Editing:** The position will write content for a number of planning reports and will serve as a major content editor for documents that go to the public and SJTPO boards and committees. This will also include creation of the "On the Go" newsletter.
- **Social Media:** The position will assist in the development and ultimately lead in the implementation of a social media strategy. This will include Twitter, Facebook, and other platforms to be determined.
- **Web Maintenance:** The position will assist with the day-to-day maintenance of the SJTPO website, which is built on a Wordpress platform, as well as perform enhancements to and develop content for the website.
- **Develop New Practices:** The position will assist in the development of better public outreach practices through research and trial of innovative methods and best practices.
- **Environmental Justice:** The position will assist with SJTPO's Title VI and Environmental Justice initiatives, including monitoring areas of the region that are under-served and ensuring that these communities are being served by our planning efforts.
- **Other:** The position will also assist in other statewide or regional planning initiatives. This will include attending meetings with the State, neighboring MPOs, and others. Fieldwork and travel will be required.

### **Candidate Qualifications:**

- Candidates that are fluent in Spanish (written and/or verbal) are highly encouraged to apply.
- Must be able to demonstrate excellent written, verbal, and visual communication skills and be comfortable speaking in public settings.
- Must be a self-starter with a strong work ethic, demonstrated in examples of work and in references included.
- Must have experience with a variety of social media platforms. Experience beyond only personal use is preferred.
- Must be well versed in using Microsoft Office, PowerPoint, and Excel to create strong visual documents.
- Desirable to have experience with Wordpress, Microsoft Visio, design tools (Adobe Photoshop, etc.), professional document layout tools (InDesign, etc.), or advanced presentation tools (Prezi, etc.).
- Previous experience is not required; however, some experience relevant to the position is desirable. This can include full-time professional positions, internships, assistantships, or major projects that have vetted your ability to develop quality work both independently and with a team.
- Must have a bachelor's degree. Master's degree is desired. Degrees may be in communication, planning, or another subject relevant to the job as described.
- Must have a valid driver's license.

### **How to Apply:**

Please submit the following materials via the SJTPO Careers page at [www.sjtpo.org/careers](http://www.sjtpo.org/careers) using the online "Apply for the Position" form. Alternatively, you may also mail materials to South Jersey Transportation Planning Organization, 782 South Brewster Road, Unit B6, Vineland, New Jersey 08361, Attn.: Alan Huff.

- A well-written cover letter
- A well-written resume (no more than two pages)
- Strong examples that demonstrate your written and visual communication skills (no more than two each). Writing examples are encouraged to be succinct, focusing more on efficient communication and less on lengthy narrative. If examples include writing from other collaborators, you must indicate your contributions.
- A list of tools (graphics, etc.) with which you are familiar and indicate your degree of familiarity
- Three references that can speak to the qualifications referenced above

### **Posting End Date:**

**This posting will close on Thursday, April 6, 2017.** All materials must be received within that timeframe. No application materials received after that date will be considered.

### **SJTPO is an Equal Opportunity Employer.**

*Please note that any successful applicant must be able to provide evidence of his or her ability to work in the United States, and that where appropriate for the position, applicants may be required to submit tests and/or examinations, which are related to the job for which the application is made. Where appropriate for the requirements of the position, these tests will include a physical and/or drug test, and fingerprinting.*