



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**OFFICE OF PLANNING & DEVELOPMENT**  
OFFICE OF THE GOVERNOR



**JOB ANNOUNCEMENT**

**POSITION**

Communications Specialist, Full Time

**LOCATION**

Commonwealth of the Northern Mariana Islands – Office of the Governor Office of Planning and Development

**CLOSING DATE**

Open until a suitable candidate is identified.

**SALARY**

Salary will be commensurate with qualifications of the appointee.

**POSITION OVERVIEW**

Under the guidance of the Director and Deputy Director of the Office of Planning and Development (OPD), the employee will support the development, coordination, and implementation of communications, outreach, and public engagement initiatives for OPD programs and projects. The employee will work collaboratively with government agencies, community organizations, businesses, and other stakeholders to develop informational materials, promote public awareness, and support agency objectives through effective communication strategies and multimedia content development.



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**OFFICE OF PLANNING & DEVELOPMENT**  
OFFICE OF THE GOVERNOR



## **DUTIES AND RESPONSIBILITIES**

- Leads the drafting, development, and finalization of communications materials targeting community members, businesses, government agencies, and other stakeholders to support public information, outreach, and engagement efforts.
- Develops and produces multimedia content, including written materials, photography, graphic design, video content, social media posts, newsletters, presentations, and other communications products using platforms such as Canva, Adobe Creative Suite, or equivalent tools.
- Assists with photography, videography, video editing, graphic design, and content creation to support agency programs, initiatives, events, and public awareness campaigns.
- Drafts reports, summaries, correspondence, press releases, website content, and other written materials, ensuring accuracy, clarity, and timely completion of assigned deliverables.
- Supports public outreach, stakeholder engagement, and communication efforts by coordinating with internal staff, partner agencies, community organizations, businesses, and members of the public.
- Assists with data collection, information gathering, research, project implementation, and the compilation of reports, records, and other agency documentation as assigned.
- Demonstrates strong written and verbal communication skills and the ability to effectively communicate information to diverse audiences through various media platforms.
- Maintains proficiency in communications, marketing, graphic design, photography, videography, and digital media tools and technologies relevant to assigned duties.
- Performs other duties and responsibilities as assigned by the Director of the Office of Planning and Development (OPD) or their designee in support of agency operations and objectives.



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**OFFICE OF PLANNING & DEVELOPMENT**  
OFFICE OF THE GOVERNOR



### **REQUIRED SKILL AND QUALIFICATIONS**

Strong written and oral communication skills, meeting organization, facilitation, and note-taking, computer literacy, interpersonal communication skills, proactivity, time management and critical thinking, as well as knowledge of planning processes and a background in community outreach and engagement are required. Solid Waste Industry Knowledge is preferred but not required. At minimum an Associate's Degree is required, with at least 12 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management or related studies; a Bachelor's Degree is recommended.

### **TO APPLY**

Please email, as a single PDF document, a cover letter, CV or resume, names and contact information for three references, and a copy of terminal degree OR unofficial transcripts to Elizabeth Balajadia, OPD Acting Director ([e.balajadia@cnmi.gov](mailto:e.balajadia@cnmi.gov)), cc OPD Deputy Director Christopher Sablan ([ch.sablan@cnmi.gov](mailto:ch.sablan@cnmi.gov)).

Alternatively, hard copies of all documents can be sent to Elizabeth Balajadia, Acting Director, Office of Planning and Development, Caller Box 10007, Saipan, MP 96950.

For questions or clarifications, please contact Alex Castro ([al.castro@cnmi.gov](mailto:al.castro@cnmi.gov)).