

Special Project Coordinator – Office of the Manager

Full time

Salary Range \$60,000 to \$75,000

Department: Municipal Administration

Reports To: Municipal Manager

The Special Project Coordinator provides high-level administrative, planning, coordination, and public-facing support to the Municipal Manager. This position manages assigned special projects. Responsibilities include, but not limited to, providing support for special events, historic preservation initiatives, Mayor's Wellness programs and grant writing and administration and other duties as assigned in support of municipal operations. The Special Projects Coordinator must exercise considerable judgement and initiative in the performance of daily tasks.

Knowledge of municipal government operations, public administration, and community or economic development practices.

Ability to communicate professionally and effectively with elected officials, staff, residents, and the business community.

Strong interpersonal, organizational, and project coordination skills.

Qualifications

Bachelor's degree in public administration, political science, communications, business administration, or a related field preferred; equivalent experience may be considered.

Two (2) or more years of experience in municipal government, project coordination, public administration, or a related role preferred.

Special consideration will be given to applicants with experience working with the public, elected officials, and business stakeholders.

Please submit cover letter and resume to Bonnie Lacina, Municipal Clerk, via email at blacina@scotchplainsnj.com or mail to 430 Park Avenue, Scotch Plains, NJ 07076 by Friday, February, 27, 2026.