

Communications Intern

Division/Unit: External Affairs/Communications	Supervisor: Allison Cerra
Number of Interns Needed: 1	Preferred Education Level: Undergraduate
Background on Project: NYC OEM's Communications unit oversees the agency's print and electronic communications via the web, social media, e-mail and 311, advertising and promotions, and market research. Communications seeks an intern to help support: <ul style="list-style-type: none"> • OEM's website (www.NYC.gov/oem) • OEM social media channels • OEM intranet content migration • OEM marketing and promotional materials 	
Description of Project/Intern Responsibilities: The communications intern will assist with a range of projects and tasks including: <p>General</p> <ul style="list-style-type: none"> • Writing and editing the agency's public materials • Helping to oversee the development and design of print and electronic brochures and marketing materials to support External Affairs programs (including Ready New York, CERT, Citizen Corps, and Public-Private Initiatives) • Supporting September 2013 National Preparedness Month planning efforts <p>Web</p> <ul style="list-style-type: none"> • Performing website updates • Enhancing OEM's social media content and presence • Drafting e-mail alerts and creating content for OEM subscriber lists • Tracking and analyzing OEM website traffic • Identifying areas for expansion of our web content and design, and working with in-house experts to create or adapt materials for this purpose <p>Intern may be asked to assist with External Affairs projects at the OEM warehouse, as well as participate in occasional off-site meetings.</p> <p>This is an unpaid internship for the fall 2013 semester.</p>	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Strong writing and copyediting skills • Attention to detail • Basic understanding of social media, HTML, Dreamweaver, and website publishing a plus • Adobe Photoshop and Adobe design software a plus • Background check required 	

Interested Applicants:

E-mail resume and cover letter to: jobs@oem.nyc.gov

Only those candidates under consideration will be contacted.