

Web and Graphic Design Intern

Division/Unit: External Affairs/Communications + Citizen Corps Council	OEM Supervisors: Lisa Schulman/Justin Land
Project-based or Ongoing: Project-based	Education Level: Undergraduate or Graduate
How many interns: 1	Length of Commitment: Semester

Background:

NYC OEM seeks an intern to assist the External Affairs division with redesigning the agency's intranet and creating a number of print materials for the NYC Citizen Corps Council. As OEM staff grows increasingly reliant on the agency intranet for forms, access to portals, and other frequently used resources, there is a need for a more user-friendly design. The web and graphic design intern will map out new information architecture for the site and execute a design solution.

The web and graphic design intern will also create new graphic design templates for various Citizen Corps Council print materials, including resource guides and promotional items. Projects may include fact-checking and contacting Council members to ensure print materials are accurate and up-to-date.

About External Affairs:

OEM's External Affairs oversees the agency's communications, community outreach, and emergency preparedness activities. Major programs within the external affairs unit include the NYC Citizen Corps Council, Community Emergency Response Teams (CERT), Ready New York, and Public-Private Initiatives.

NYC OEM's Communications unit oversees agency-wide external communications including the agency's print publications, electronic communications via web, e-mail and 311, proactive media outreach, event planning, advertising and promotions, and market research.

The NYC Citizen Corps Council, part of a national initiative, brings together over 50 local leaders from community organizations, government agencies, local elected officials' offices, the private sector, and volunteer programs to promote grassroots emergency preparedness and volunteerism. The Council's goal is to enable New Yorkers to prepare for, respond to, and recover from disasters through its Special Needs, Immigrant and Limited English Proficient, Youth, and Disaster Volunteer Task Forces.

Description of Project/ Intern Responsibilities:

The web and graphic intern will work with members of the Communications, Information Technology, and NYC Citizen Corps Council units on projects including:

- Redesigning the agency's intranet
- Designing, and editing print and digital Citizen Corps Council outreach materials, including membership directory, emergency preparedness tip sheets, and other promotional materials.
- Helping to steer overall creative insight and design of Citizen Corps Council outreach materials.

Requirements/special skills needed:

- Proficiency with design software, including Adobe Creative Suite (Illustrator, Photoshop, InDesign, Dreamweaver)
- Strong writing and verbal communication skills
- Excellent grammar, editing, and proofreading skills
- Ability to work well independently
- Strong level of professionalism
- Strong attention to detail and organization
- 10-20 hours a week for at least one semester. This is an *unpaid* internship.

Interested Applicants

Please send resume and cover letter (in MS Word or RTF format) plus 1-2 samples of work (as PDF or live link) to: jobs@oem.nyc.gov