

NEW YORK CITY

MAYOR'S OFFICE OF SUSTAINABILITY

The Graphic Design Internship is available from September through December 2015.

Organization description:

The New York City Mayor's Office of Sustainability (MOS) is responsible for developing and implementing citywide sustainability initiatives outlined in OneNYC and coordinating efforts to reduce citywide greenhouse gas (GHG) emissions by 80 percent below 2005 levels by 2050. For more information visit: www.nyc.gov/sustainability.

Project description:

MOS is seeking a qualified individual to assist with the communications strategy and graphical production to communicate information about sustainability initiatives outlined in the City's comprehensive citywide plan, OneNYC. This effort will support MOS' capacity to share information with the public in a clear, informative, and compelling way. Projects include, but are not limited to, report publications, presentations, case studies, infographics, data visualization, mapping, and additional projects as needed. Work used in reports, webpages, etc. will be credited where possible.

Position description:

Under supervision, the intern will perform the following functions:

- Use Adobe Creative Suite to create production-ready reports using existing templates
- Manage digital workflow of all creative files from inception to post-release
- Create and edit graphics
- Develop concepts and create multiple design options for review by staff
- Create layouts for case studies and future reports
- Identify and implement strategies to improve upon design/composition
- Use ArcGIS for spatial analysis and mapping
- Assist on all special projects that contain a graphical component

Qualifications:

The intern required to have a bachelor's degree with relevant academic experience. The successful applicant will likely have one of the following:

- A background or previous experience in Advertising, Marketing, Graphic Design, or Computer Graphics
- Intermediate to advanced-level skills in the following: Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat) and ArcGIS
- Advanced PowerPoint and Keynote presentation skills
- Must be detail-oriented, work efficiently, and have a passion for process and production methodologies
- Ability to communicate well; able to take verbal direction and follow instructions
- Ability to work independently and as a team player in a collaborative environment
- Good sense of design and ability to follow established creative styles
- Must excel at managing multiple projects simultaneously and adapting to changing priorities

Expected working hours are part-time (10-15 hours per week) or full-time (35 hours per week), starting in late September/early October. This position is unpaid, but can be taken for academic credit.

To apply:

Please submit to nycmosinterns@cityhall.nyc.gov the following:

- The subject line "Graphic Design and Communication Internship Application – Full name"
- A one page cover letter highlighting aspects of your experience that are relevant for this position, including volunteer service, and explain why you are interested in working with our office
- A one page resume

Deadline:

Applications will be accepted until the position is filled. The City of New York is an Equal Opportunity Employer.