

NEW YORK CITY

MAYOR'S OFFICE OF SUSTAINABILITY

The Web Media Internship is available from October 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: <http://www1.nyc.gov/site/sustainability/index.page>.

Project description:

With the launch of the Mayor's Office of Sustainability website during Climate Week in September 2015 (see above link), MOS is increasing its online communication efforts inform New Yorkers on the latest progress in citywide sustainability policies and programs while conveying information in a compelling manner. As New York City continues to work toward ambitious sustainability targets, the outcomes of these efforts will need to be communicated as broadly and effectively as possible, particularly online.

Position description:

MOS seeks an enthusiastic individual interested in online communication and publishing to support day to day web media activities and long-term communications strategy. Under supervision from the Director of Information Technology, the intern's tasks may include, but are not limited to:

- Provide input and suggestions for improving online communication and web media strategy for MOS
- Manage, collect, and create content for the Mayor's Office of Sustainability website
- Format and create text and visual content
- Coordinate and manage web site content creation, publishing with various operational areas based on specific schedule and requirements

Qualifications:

Although not required, the successful applicant will likely have one or more of the following academic or professional experiences:

- Ability to create, manage content of a public facing web site
- Ability to quickly learn new publishing and design software (e.g., content management system (CMS) applications, TeamSite, Adobe Creative Suite, etc.)
- Basic knowledge of web publishing, web site structure, layout, CMS concepts, and HTML
- Knowledge of collaboration tools (e.g., Google Drive, Google Docs, etc.)

Applicants will ideally have a proven record demonstrating the qualifications described above. Proficiency in using software, flexibility, proactiveness, and organization skills are required. Proven written, verbal, and visual communication skills are critical. Additional skills, such as management, analytical, leadership, and significant attention to detail are a plus.

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 "Web Media 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
- Screenshots, links, and other samples of past work

Deadline:

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