



**Position:** Creative Media & Graphic Design Intern  
**Location:** 22 Reade St., New York, NY  
**Term:** Spring 2023  
**Start:** January 2023

### **About Us:**

In November 2018, New York City voters approved three ballot initiatives establishing the New York City Civic Engagement Commission. The Commission is focused on promoting civic engagement across all of City government and making New York City decision making accessible to all New Yorkers.

Specifically, the Charter mandates the Commission with running a citywide participatory budgeting program, providing poll site interpretation services, providing technical assistance to community boards, partnering with community-based organizations and civic leaders to increase awareness of City services, and assisting City agencies in developing civic engagement initiatives.

### **Your Role:**

Supporting the CEC in all graphic design and creative content development, making information clear, concise, and visually appealing. Create engaging graphic communications for print and digital engagement. You will work under the supervision of the CEC's Communications Director and alongside a Communications Intern to develop materials to support the agency's programs and campaigns.

### **Your Benefits:**

- Your compensation:
  - Earn \$15.93-\$24.73 per hour

### **Your Schedule:**

- 15 Hours per week, 9-3 PM
- 12 Week Internship

### **Your Qualifications:**

- Student pursuing an Undergraduate or Graduate degree
- Studying Graphic Design or a relevant discipline
- Proficiency in Adobe Photoshop, Illustrator, and/or InDesign
- Interest in digital media, creative content, government and civics, community organizing, and more

### **To Apply:**

- Submit your cover letter, resume, and design portfolio to [publicaffairs@civicengagement.nyc.gov](mailto:publicaffairs@civicengagement.nyc.gov) with the title of this position as the subject line
- Learn more about us at <https://www1.nyc.gov/cec>