



# DEP INTERNSHIP PROGRAM

## Job Posting

Posting #2022 - ODHR-002- IC Graphics Intern	#of Positions: 2
Posting Period: September 2022 – February 2023	Category: Information Technology
Bureau: ODHR	Salary: Unpaid
Office Title: Graphics Intern	Status: Undergraduate

### JOB DESCRIPTION

The NYC Department of Environmental Protection (NYCDEP) protects public health and the environment by supplying clean drinking water, collecting and treating wastewater, and reducing air, noise, and hazardous materials pollution. The largest combined municipal water and wastewater utility in the country, NYCDEP delivers more than 1.1 billion gallons per day of the highest quality drinking water to 9.5 million NY State residents.

The Bureau of Organizational Development & Human Resources (OD&HR) is the Agency’s internal office tasked with leading human resources matters for a workforce of approximately 6,000 employees. We identify and respond to employee relations issues, staff development needs, and current and strategic workforce requirements. OD&HR ensures our operation is staffed with the best-qualified, developed, and engaged employees.

An exciting opportunity exists for a talented undergraduate student to work alongside OD&HR’s Strategic Workforce Planning Employee Engagement and Internal Communications team. The Internal Communications (IC) Unit is responsible for the development and promotion of internal communications to inform, engage, and motivate DEP employees. The goal of the Internal Communications Intern is to assist with the design of high-quality digital content design, the planning and execution of both digital and print materials, the delivery of real-time information to DEP employees and the collection of metrics. The IC Intern will be able to bring their graphic design creative expertise and improve it by practicing on a team and working with creative staff; gain new and relevant experience in the web design field; get to know the working process of a brand within a company; and learn the entire process from conception to completion of creative campaigns and website updates.

The IC Intern will also assist in the concept, creation, development, and design of web pages and other web creative campaign. Responsibilities will also include the creation and innovation of DEPTv (digital signage) and SharePoint Online content. The IC Intern will also assist with the Employee Store, updating and cataloging inventory on all merchandise and recordkeeping as necessary. Finally, the IC Intern will provide support in Employee Engagement and Strategic Workforce Planning initiatives as needed. This position will be virtual, in-person as needed.

### PERFERRED SKILLS

- Working knowledge of Adobe Creative Suite
- Understands electronic communications, email marketing, digital commerce/advertising objectives
- Understands effective email design and content strategy
- A strong work ethic paired with a serious creative drive
- A keen desire to learn about content creation, public/employee relations, and branding
- The willingness to support a diverse and busy staff while contributing to collective innovation
- Experience running blast email campaigns for a large or mid-sized organization and supporting communications campaigns, marketing efforts, and customer/employee outreach

### ADDITIONAL DOCUMENTATION

<u>Resume</u> <input checked="" type="checkbox"/>	<u>Writing Sample</u> <input type="checkbox"/>	<u>Transcript</u> <input type="checkbox"/>
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### QUALIFICATIONS

- Student must have at least a 2.5GPA (on a 4.0 scale).
- Student must be pursuing an undergraduate degree in marketing, communications, graphic design, digital media, or related field
- Selection Criteria: - Strong writing skills; effective interpersonal skills; familiarity and/or experience with computers/software; leadership skills; self-motivation; and ability to work well with minimal supervision

To apply, please send resume and cover letter to [interns@dep.nyc.gov](mailto:interns@dep.nyc.gov)

**\*Make sure to indicate the bureau and posting number on resume and also in subject line of email response\***

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

The City of New York DEP is an EEO employer.

