



Mayor's Office of Data Analytics

Position Title: Research and Communications Intern

Intern Job ID: 10061

Education Level: Undergrad and Graduate Students

About the Office

The Mayor's Office of Data Analytics (MODA) is New York City's civic intelligence center, allowing the City to aggregate and analyze data from across City agencies, to more effectively address crime, public safety, and quality of life issues. The office uses analytics tools to prioritize risk more strategically, deliver services more efficiently, enforce laws more effectively and increase transparency, and administers the City's [Open Data Program](#).

Position Description

The Mayor's Office of Data Analytics seeks a research and communications intern to support the office's data scientists and strategists to improve how New Yorkers use City data to solve problems. Through MODA's *Open Data for All* and *Open Source Analytics* initiatives, the office is committed to publicizing both City data and the algorithms that produce insight from it. This helps increase transparency and allows other users – inside government and out – to leverage information products created by the City. The successful applicant will have an understanding of design and effective communications to assist MODA's in public affairs by developing design concepts, assisting in promotion of communications materials, helping research new policy and draft reports.

Specific responsibilities include:

- Developing communications material, including print materials in InDesign and digital materials in Illustrator
- Conceiving creative ideas quickly and pitch to team
- Working collaboratively with MODA personnel to ensure that data science deliverables are visually appealing and easily understandable to a non-technical client
- Preparing presentation material for the Chief Analytics Officer
- Assisting in Open Data event marketing and production
- Researching data policy and interviewing City agency stakeholders for MODA reports

Basic Qualifications

- Currently pursuing a bachelor's or master's degree in a relevant field
- Experience in creative design
- Experience using social media in a professional context
- Excellent writing and communication skills
- Excellent organizational skills and fine attention to detail
- Familiarity with applications of civic data and technology
- Proficiency in Adobe InDesign, Illustrator, and Photoshop
- Proficiency in HTML/CSS and other web development languages preferred, not required

To Apply:

Click on [Internship Candidate Application](#) and submit an application, resume, cover letter and essay.