



Office of the Mayor

## Mayor's Office of Equity

Position Title: DEIA Creative Design Intern

Job ID Number: 46035

Education Level: Undergrad, Graduate

To extend awareness across the city, MOE is seeking a dynamic multicultural creative design intern that has a passion for diversity, creative projects, and a commitment to excellence.

### **About the Office:**

**The Mayor's Office of Equity (MOE) is the City government's centralized equity office. Focusing on developing critical, equity-driven strategies across NYC's diverse communities,** MOE includes the Commission on Gender Equity (CGE), the Former Racial Justice Commission (RJC), the Pay Equity Cabinet (PEC), the NYC Unity Project (UP), the Young Men's Initiative (YMI) and the Taskforce on Racial Inclusion & Equity (TRIE).

MOE's staff of analysts and experts develop innovative programs, policies, initiatives, campaigns, and resources designed to measurably reduce disparities and promote Diversity, Equity, Inclusion & Accessibility (DEI&A). As a critical part of the City's efforts to stronger and healthier city, MOE works across City agencies and external partners to effect meaningful change. **Every MOE staffer plays an integral role in our unrelenting commitment to equity.**

With an overarching and unrelenting commitment to equity for all, the City of New York will ensure that every resident can thrive. MOE will dismantle explicit and implicit bias in municipal government functions, provide meaningful, unburdened access to resources, and create avenues economic support for mobility, health, housing and social well-being across all boroughs.

### **About the Role:**

This is a creative design position seeded in diversity, equity, inclusion and accessibility (DEIA). The intern will serve a critical role in designing both traditional and new media assets for agency initiatives. Under the guidance of the Chief Content Officer, the intern will learn how to develop creative briefs, asset requests, cohesive campaign designs and general graphics. In addition, the intern will gain invaluable experience around integrated initiatives that extend to both off and online projects.

Responsibilities include, but are not limited to:

- Designing assets for office branding and events (both virtual and in person).
- Creating content for owned media channels in static (Ex. Social Media Quote Cards), animated (Ex. GIFS), and video formats.
- Brainstorming closely with the MOE team members to propose new, design solutions.
- Relationship building across the citywide agency network with other graphic designers.
- Helping project manage creative assets for initiatives and agency brand activations.

- Assisting on all marketing, creative and design initiatives, or other duties as assigned.

### **Qualifications:**

- A creative thinker, with a passion for design.
- Proficiency in Adobe Suite. Ex. PhotoShop, Illustrator, InDesign, Canva etc.
- The ability to prioritize and work autonomously.
- The ability to create animated and/or motion graphics.
- An understanding around the nuances of diversity and a commitment to inclusion.
- Excellent communication and organizational skills.
- A commitment to discovering and learning new creative platforms or project management systems.
- Strong interpersonal skills with the ability to interact effectively with all levels of the organization.
- The ability to meet deadlines.
- College Student candidates must be an enrolled and registered student accumulating credits. Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

### **Salary:**

Undergraduate College Students:      \$15.75 per hour

Graduate Students:                        \$17 per hour

### **To Apply Select: [2023 Summer Internship Program Application](#)**

Applicants can select and apply to a maximum of three (3) positions within the application. A completed application includes:

- Most recent resume
- Cover letter
- One (1) essay question
- All required fields completed

**The Office of the Mayor and the City of New York are equal employment opportunity employers.**

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor’s Office visit the [Mayor’s Office Job’s Page](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [HR@cityhall.nyc.gov](mailto:HR@cityhall.nyc.gov).