



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: GRAPHIC ARTIST (LEVEL: 02
TITLE CODE NO: 91415	SALARY: \$29.10 - \$49.54
OFFICE TITLE: GRAPHIC ARTIST (TEMPORARY)	WORK: 22 READE STREET, NEW YORK, NY 10007
HOURS/SHIFT: 9A.M. - 5P.M.: ON OCCASION CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION	

Job Description

** Temporary short-term position up to 3 months. **

The Commission on Human Rights (the Commission) is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation and other violations of the NYCHRL. The Commission’s Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

The New York City Commission on Human Rights is seeking a Temporary Graphic Designer to assist in executing the agency’s day-to-day and long-term communications strategy. He/she will support general and project-specific graphic design functions and work with the Executive Director of Communications and Marketing and the rest of the Communications team members to help roll-out new visual identity and maintain brand integrity across outreach platforms.

The Deputy Press Secretary will be a part of the CCHR Communications and Marketing team under the Executive Director of Communications and Marketing and will report to the Press Secretary. He/she will collaborate closely with all members of the Communications and Marketing team on all communications initiatives.

Job responsibilities include:

- In coordination with the Executive Director of Communications and Marketing design production of print and online publications and materials, including brochures,

invitations, fact sheets, one pagers, flyers, posters, annual reports, and others to support agency outreach and educational efforts.

- In coordination with the Communications and Marketing Coordinator, research, identify and select specifications for printed material including layout, paper and ink and, estimated job costs for various printing projects.
- Prepare and coordinate with Digital Communications Manager all print publication for website posting.
- Transform agency messages on programs and initiatives into visually striking and engaging infographics, diagrams, timelines, and other data visualization options.
- Design large format signs, graphics and banners for events such as press conferences, forums, etc.
- Plan and design social media graphics for periodical posting, website, digital invitations, and other media.
- Assist with partner's requests of City and Agency style guidelines and logo. In collaboration with creative vendors, monitor and maintain brand consistency among integrated marketing campaigns and other media outreach initiatives.
- In coordination with the Executive Director and Coordinator of Communications and Marketing will create and oversee an internal design and printing order requests and tracking system.
- Work with the Communications and Marketing Coordinator to plan and coordinate art and printing work performed by outside vendors under contract.
- Other duties as needed.

Qualification Requirements

- (1) A baccalaureate degree, with a major in fine or graphic arts, from an accredited college and one year of full-time paid experience as a commercial or graphic artist; or
- (2) A four-year high school diploma or its educational equivalent plus two years of training in a technical school approved by a state's Department of Education or comparable governmental agency, in oils, water colors, painting, design, black and white, layout, computer graphics, and other art media, and three years of acceptable full-time paid experience as a commercial or graphic artist.

To be qualified for assignment to Assignment Level II, individuals must have:

- (a) at least one year of experience as a Graphic Artist, Assignment Level I; or
- (b) the Qualification Requirements described in "1" or "2" above, plus two additional years of acceptable specialized paid experience conceptualizing and initiating graphic art projects.

Preferred Skills

- Bachelor's degree in Graphic Arts, or a related field and 3-4 years of experience in a

graphic design role.

- At least 2 years of graphic and digital design experience in a medium-sized organization.
- Knowledge of general database management.
- Conceptual thinker and skilled designer with a strong portfolio of verbal and visual communications skills.
- Detail-oriented and adheres to a high standard of work; ability to constructively receive and integrate feedback to produce a finished product.
- Confident working within a team and across departments at all levels of the organization; excels in both collaborative and independent settings.
- Keen eye for detail and ability to handle multiple projects under deadline pressure.
- Superlative proficiency with Adobe Creative Cloud apps, including InDesign, Illustrator, Photoshop, Microsoft Windows 7, Microsoft Office and PowerPoint.
- Knowledge of design theory/principles and strong typography skills, either from previous professional experience or academic study.
- Strong relationships with organizations and groups serving diverse communities in the City and five years' experience working with some of the following people and communities: immigrants; people of color; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with disabilities; people with accommodations issues related to pregnancy, disability or religion; and people with criminal or arrest histories.
- Must be well organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- Excellent attention to detail and organizational skills.
- Strong oral and written communication skills.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID #: 253177

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #: 253177

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED, SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.

****NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. ****

New York City Residency is Required Within 90 Days of Appointment.

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN
EQUAL OPPORTUNITY EMPLOYER**

POST DATE:

POST UNTIL FILLED: