

NYC OFFICE OF THE MAYOR
MAYOR'S OFFICE OF CRIMINAL JUSTICE

Position: **Multimedia Designer (Part Time)**

Location: **New York, New York**

ORGANIZATIONAL PROFILE: The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, including behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ's work include:

- [Justice Reboot](#), making the system fairer and more efficient by safely driving down the jail population. These reforms include [reducing case processing times in the courts](#) and [making the summons process easier and more transparent](#);
- [The Mayor's Action Plan on Behavioral Health and the Criminal Justice System](#), a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- [The Mayor's Action Plan for Neighborhood Safety](#), a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City's public housing; and
- [The Mayor's Citywide Initiative to Reduce Gun Violence](#), a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

JOB RESPONSIBILITIES: Under the direction of the Chief External Strategy Officer, with latitude for independent action and decision-making, the Multimedia Designer, a junior-level team member, will be responsible for producing graphic and video content to engage New Yorkers and promote the office's initiatives. This position is part time. Responsibilities include, but are not limited to:

- Developing high quality, creative graphic and video content to engage New Yorkers and advance the office's various initiatives. Production will include both rapid-response needs and longer-term projects;
- Creating a consistent visual brand for the office, so as to enhance the office's effectiveness, image, reputation and outreach;
- Using design to visualize data trends and distill complex policy proposals into easily understood graphics/videos;

- Designing a coherent and forward-looking multimedia strategic plan for each of MOCJ's initiatives; and
- Maintaining and expanding various design projects, such as the [Knowledge Project](#).

PREFERRED SKILLS/QUALIFICATIONS:

- A baccalaureate from an accredited college/university and a minimum of three (3) years of full-time professional experience working in a substantial public or private concern, on communications, graphic design, video production, or electronic or print design;
- Proven ability to establish and maintain a consistent visual brand identity and produce compelling multimedia content in a rapidly-paced work environment;
- Experience with data visualization, required;
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a fast-paced and team environment, pay close attention to detail, meet deadlines and work well under pressure;
- Outstanding written and communication skills, which includes having knowledge and ability to use multimedia communication tools;
- Confidence in communicating across a wide variety of platforms, including digital tools, written communication, and in-person presentations;
- Technical skills, including graphics, video and website management software, required; and
- Effective and creative management skills, which includes leadership ability with the capacity to work both independently and cooperatively to effect key strategies.

SALARY: Commensurate with experience.

TO APPLY: Submit a cover letter, resume, and three (3) references to CJCResumes@cityhall.nyc.gov. Please be sure to include "Multimedia Designer" in the subject line.

New York City Residency Is Required Within 90 Days of Appointment
The City of New York and the Office of the Mayor are Equal Opportunity Employers