

## Graphic Design Intern

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. 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 also takes 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. All agency staff 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 Graphic Design Intern to assist in the planning and execution of the Commission's long-term communications strategy. The Graphic Design Intern will support the Graphic Artist in a number of areas relevant to digital marketing, press/media relations, branding, graphic and web design, social media and vendors relations.

The Graphic Design Intern will be a part of the Commission's Communications and Marketing team and will report to the Graphic Artist.

*Please note that due to the current exceptional circumstances resulting from the pandemic, participation in the internship will be conducted remotely for its duration.*

### **Responsibilities include:**

- Assisting the Graphic Artist with creating social media, website, press, and outreach materials, including printed materials, digital graphics, promotional items, merchandise, and event materials.
- Assisting with photo research on key issues for projects.
- Collaborating with the Graphic Artist and Marketing and Social Strategy Manager on executing the Commission's social media strategy, including the conceptualization, creation, and posting of graphic content on Facebook, Twitter, Instagram, LinkedIn, Medium, and YouTube.
- Maintaining Commission outreach files and other communications materials.
- Attending department and staff meetings.
- Conducting design research on key issues for projects.
- Assisting with special projects, as needed.
- Other duties as needed.

### **Qualifications:**

- Currently enrolled in a 2 or 4-year degree program.
- Strong design abilities.
- Working knowledge of social media production and management and graphic/web design experience.

- Knowledge of Adobe Creative Suite, Microsoft Office, Outlook.
- Working knowledge of video/motion graphics software a plus.
- Knowledge of City, State or Federal government or desire to pursue a career in public service.
- Commitment to human rights and the mission and values of the NYC Commission on Human Rights.
- Bilingual ability a plus!

### **Hours and Availability**

This is unpaid position. You must be able to receive college credit for consideration.

The Commission on Human Rights requires at least 7 hours per weeks and a minimum commitment of 4 months.

To apply please send your resume, cover letter, and design samples to [rslee@cchr.nyc.gov](mailto:rslee@cchr.nyc.gov). Only candidates selected for interviews will be contacted.