Office of External Affairs  
Publications and Language Access Group  
Office Title: Jr. Graphic Designer  
Civil Service Title: College Aide  
Proposed Salary Range: $9.25 - $11.36

OVERVIEW
With over 6,000 staff and a budget of $1.6 billion, the New York City Department of Health and Mental Hygiene is the nation’s premier city health agency. Its 100-plus programs protect and promote the health of the world's most culturally and linguistically diverse city. Each of those programs relies on the Communications Bureau’s ability to shape critical public health messages. The Office of Publications and Language Access advance the agency’s mission by producing an array of relevant, accessible, high-quality literature in English and other popular languages.

POSITION DESCRIPTION
Under the guidance of our in-house Graphic Designer, duties will include but not limited to:
- Assist in-house Designer in developing design solutions across print and digital platforms;
- Assist in planning creative approaches and production of print and online materials (data reports, newsletters, brochures, etc.) and select media to be used;
- Ensures that all agency materials carry agency brand in a consistent manner.

MINIMUM QUALIFICATION REQUIREMENTS
For Assignment Level I:  
Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

For Assignment Level II (Information Technology):  
Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or closely related field, including or supplemented by 9 semester credits in an acceptable course of study.

For Assignment Level III (Information Technology Fellow):  
Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing,
or other area relevant to the information technology project(s) assigned, including or supplemented by 9 semester credits in an acceptable course of study. Appointments to this Assignment Level will be made by the Technology Steering Committee through the Department of Information Technology and Telecommunications.

PREFERRED SKILLS:

- A portfolio of creative work in both print and digital;
- Expertise in the following programs: Photoshop, Acrobat, Illustrator, InDesign, Dreamweaver, HTML/CSS, Flash and Microsoft Office Suite;
- Candidate must be able to commit to a minimum of 15 hours a week;
- Positive attitude and ability to work well on a small, collaborative editorial team; and
- Ability to handle multiple and diverse assignments and priorities.

Please email your resume and cover letter to Shaina Campbell, Director of Human Resources and Operations at scampbell@health.nyc.gov.

The City of New York is an Equal Opportunity Employer