

Civil Service Title: Community Coordinator
Title Code No: 56058
Office Title: Graphic Designer

Level: NA
Salary: \$50,362 - \$55,000
Work Location: Arsenal, Manhattan
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under general direction, with wide latitude for independent judgment, work within NYC Parks’ brand guidelines to design print materials, merchandise, signage and other collateral for various divisions of the agency.
- Conceptualize and execute new designs as needed.
- Ensure consistency of all promotional materials.
- Liaise with vendors and set up production-ready files.
- Assist the marketing team with marketing, brainstorming and advertising strategies.
- Execute brand trainings for divisions across the agency.
- Create original art and illustrations.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities; or
3. Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Bachelor’s degree in Graphic Design and/or Fine Art.
2. 3-5 years of full-time paid experience as a graphic designer.
3. Expert knowledge of Adobe Creative Suite in a Mac environment.
4. Excellent writing, communication and organizational skills; public speaking ability a plus.
5. Attention to detail and ability to work on multiple projects with tight deadlines.
6. Ability to work in a team environment as well as independently.
7. Environmental and/or interior design experience a plus.

City Employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 280625**

Include your ERN on all correspondence.

For all other applicants:

Click here to apply: [Graphic Designer](#) **OR**

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 280625**

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Telecommunications Device for the Deaf: (212) 504-4115
www.nyc.gov/parks**

POST DATE: 03/17/17

POST UNTIL: 04/07/17*

Job ID#: 280625

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 04/07/17. Previous applicants to this posting are still under consideration and need not reapply. References will be required upon request.