



NYC Job Posting ID # 369981

GRAPHIC DESIGNER EXTERNAL AFFAIRS

RICHMOND COUNTY DISTRICT ATTORNEY

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough

THE UNIT

The Community Partnership unit strengthens relationships between law enforcement and the Staten Island community by communicating and promoting initiatives that protect public safety and prevent crime.

THE ROLE

We're looking for someone who can help take all of our various campaigns/flyers/initiatives to the next level by developing eye-catching graphics to promote everything we're doing. So, experience editing video, photo shop, images, etc. will all be essential. Images & videos will be used to engage with Staten Islanders on our website and through social media channels. We have many initiatives around domestic violence, drug use, gang involvement, youth, elders, and so much more that we have done our own flyers for but are lacking in creativity/professionalism.

Duties will include but not be limited to:

- Printing and mounting poster boards;
- Designing graphics for social media and events;
- Producing print and digital flyers, programs, and internet material for events and other projects;
- Research, develop and lead proposals for incorporation of emergent digital marketing tools in ongoing outreach effort and annual citywide media campaigns.
- Perform other related assignments and projects as may be required

PREFERRED SKILLS

- Excellent organizational, writing and communication skills.
- Flexible schedule to attend evening and weekend events.
- Exceptional time management skills with attention to detail and ability to prioritize.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint).
- Strong work ethic, attention to detail, and ability to complete tasks in a timely fashion with limited supervision.

- Working knowledge of photography and visual design
- Working knowledge of Adobe Creative Suite and other design tools.
- Demonstrated experience with multiplatform digital content creation
- Working knowledge with video production and editing.
- Must work well independently and as well as in a team.

CIVIL SERVICE TITLE: **Community Assistant**

SALARY RANGE: **\$15.12 - \$17.38 per hour** Commensurate with experience

APPLICATION DEADLINE: **November 16, 2018**, or until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **369981**
- Click on the job business title: **Graphic Designer**
- Click on “Apply Now” at the bottom of the posting

Please provide a work sample with your cover letter

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

THE RICHMOND COUNTY DISTRICT ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS