CITY OF NEW YORK PARKS & RECREATION
CITYWIDE JOB VACANCY NOTICE: Job ID No. **646911**

Office Title: Project Development Coordinator for Graphic Design
Civil Service Title: Community Coordinator   **Title Code No:** 56058 **Level:** NA
Salary: $60,889 - $94,521
Number of Positions: 1   **Work Location:** Arsenal, Manhattan

Major Responsibilities
- Under general direction, with broad latitude for the exercise of initiative and judgment, work within NYC Parks' brand guidelines to design print materials, merchandise, citywide advertising campaigns, 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 stakeholders 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 in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; 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 within 90 days of hire for all other candidates.

Preferred Skills/Qualifications
1. Bachelor's Degree in Graphic Design and/or Fine Art.
2. 5-7 years 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/interior design experience a plus.

   **All candidates should include a link to their digital portfolio on their cover letter or resume.

How to Apply
All Applicants
Click Here to Apply: [Project Development Coordinator for Graphic Design](#) OR
Go to [cityjobs.nyc.gov](#) and search for Job ID# 646911.
All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

*Current City Employees please include your ERN and Job ID# 646911 on your cover letter and resume.

POST DATE: 11/15/2024   POST UNTIL: 11/22/2024*

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 11/22/2024. Previous applicants to Job ID# 642848 are still under consideration and need not reapply. References will be required upon request.