

Union Square Partnership Design and Data Visualization Intern

This internship is designed to provide a qualified design students with on-the-job experience at a local non-profit organization, and it provides an opportunity to design publications and newsletters, as well as survey + map indicators affecting Union Square's quality-of-life.

General Description

The Design and Data Visualization Intern will work closely with senior staff to develop high quality collateral for marketing, communications and advocacy efforts. Using design programs and spatial data, the intern will assist in the creation of the Union Square Partnership's (USP) most widely read publications, retail surveys, and maps. Projects vary from year-to-year, but recent interns have assisted with USP's digital outreach and designed websites for popular public programs such as *Summer in the Square*, *Union Square Sweat Fest*, and *Harvest in the Square*.

Specific responsibilities include:

- Visualizing data for the creation of maps, graphics, reports, and presentations for marketing, policy briefs, and organizational outreach;
- Designing and developing email and website graphics and content on platforms such as Mailchimp, CartoDB, and Squarespace;
- Creating new publications, guides, and policy documents as needed; and
- Documenting meetings, answering phone calls and inquiries.

Qualifications

The ideal candidate will have experience in design and data visualization, as well as possess demonstrated abilities in project management and written communications. Applicants must have the ability to work independently, have mapping experience (familiarity with GIS databases and ArcGIS a plus), proficiency with InDesign, Illustrator, Photoshop, and HTML/CSS, and comfort assuming additional responsibilities.

About Us

The Union Square Partnership is not-for-profit 501 (c) 3 organization that works to preserve and enhance the neighborhood surrounding 14th Street and Union Square Park. As Manhattan's first business improvement district, USP provides supplemental public safety, sanitation, marketing + economic development services, as well as makes investments in the beautification + maintenance of Union Square Park.

To Apply

Qualified candidates are encouraged to apply. Submit a resume and at least two samples of design work, preferably including data visualization (under 5 MB), to jobs@unionsquarenyc.org. Also include a brief statement in a Microsoft Word or PDF file of no longer than 150 words apiece on the following:

1. Looking at USP's reports (found on the USP website), summarize your thoughts on the Pedestrian Activity Report. What additional types of information do you think would be valuable to include and what enhancements could be made to improve reader comprehension of the report?

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2. More broadly, what are the three skills you bring that would most benefit Union Square Partnership and how might they improve the organization's existing community programs and publications?

A cover letter is not required. Deadline for applications is Wednesday, January 31st.

Salary

This is an hourly paid internship position. Compensation commensurate with past experience and demonstrated abilities.