

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DCAS

DIVISION

Energy Management

ADDRESS1 1 Centre Street, 17th Floor

ADDRESS2 New York, NY 10007

CONTACT NAME Karla Cordero

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

UNIT DESCRIPTION (Max characters 1000)

The Department of Citywide Administrative Services' Energy Management Line of Service (DEM) oversees the implementation of municipal building and operational energy programming and strategy for the achievement of the City's carbon emissions reduction goals developed in the *One City, Built to Last* plan. This implementation includes energy efficiency retrofits, improved operations and maintenance, solar PV and clean distributed generation and upgrades to the City's vehicle fleet, streetlights, and wastewater treatment infrastructure. DEM also manages the purchase of electricity, natural gas and steam for City-owned and operated facilities, processing utility bills and developing the City's annual energy budgets for 80 agencies and more than 4,000 facilities.

POSITION TITLE (Max characters 100)

Special Projects Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Department of Citywide Administrative Services (DCAS) seeks an intern to serve within DCAS Energy Management's (DEM) Deputy Commissioner's Office and the Office of Policy and Program Implementation.

The Intern will work on a range of projects that include conducting research, attending meetings, data analysis, implementing quality assurance and control measures related to Energy Managements' Project Tracking Database; and other tasks as assigned.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Experience in Microsoft Excel, well-organized, detail-oriented and flexible to handle multiple responsibilities and deadlines simultaneously; strong analytical abilities.

APPLICATION PROCESS (Max characters 700)

Please submit a resume and cover letter stating interest in the position and relevant experience (specifically addressing the above qualifications) via email to Karla Cordero, Chief of Staff, kcordero@dcas.nyc.gov. No phone calls please.

SALARY RANGE

Undergraduate

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)