

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

THE NYC DEPARTMENT OF CITY PLANNING

DIVISION

BLUEPRINT

ADDRESS1 22 Reade Street

ADDRESS2 New York, NY, 10007

CONTACT NAME David Parish

E-MAIL dparish@planning.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

DCP promotes housing production and affordability, fosters economic development and coordinated investments in infrastructure and services, and supports resilient, sustainable communities across the five boroughs for a more equitable New York City. DCP's contributions toward development of the 10-year Capital Strategy will ensure investments in New York City's neighborhoods align strategic planning priorities with community needs.

UNIT DESCRIPTION (Max characters 300)

The Department of City Planning's BluePPrint Team works to support a more efficient, transparent and clear land use and environmental application review process. Our goal is to enhance the agency's efficiency and its responsiveness to our public and private customers.

POSITION TITLE (Max characters 100)

Change Management Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The intern will be expected to participate in and lead change management projects around the agency. These projects typically require close coordination with subject matter experts and an attention to detail. Projects for this summer will consist of helping the agency re-launch BluePPrint and taking the lead on various small change management projects. We will be developing a "fast track" for the agency's application processes and improving many of our application standards and external communication tools. We also hope to begin a large IT project that will require participation from the selected candidate.

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

- Undergraduate/graduate students with focus or interest in public administration, public policy, business, change management, city planning, geography, GIS, urban design, architecture, environmental studies, or related fields.
- Additional software skills (particularly in Adobe Creative Suite) are preferred but not required.

APPLICATION PROCESS (Max characters 700)

Please send cover letter and resume to David Parish at dparish@planning.nyc.gov, Sarah Whitham at

swhitha@planning.nyc.gov, and cc: dcprecruit@planning.nyc.gov. Please also include a writing sample and any relevant work samples. Please note only candidates under consideration will be contacted.

SALARY RANGE

Unpaid, potential academic credit

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

START DATE

Monday, June 8, 2015

SCHEDULE

At least 20 hours per week, days and hours are flexible

INTERNSHIP DURATION

Approximately 8 weeks, flexible

For a complete listing of DCP opportunities: <http://www.nyc.gov/html/dcp/html/about/joblist.shtml>

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAM IS AVAILABLE IN THE PERSONNEL MANAGEMENT DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.

nyc.gov/internship
