

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

THE NYC DEPARTMENT OF CITY PLANNING

DIVISION

BROOKLYN BOROUGH OFFICE

16 Court Street

ADDRESS1

ADDRESS2

Brooklyn, NY 11241

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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 Brooklyn Office consists of a dedicated team of professional city planners and urban designers who work on a wide variety of projects and studies in the largest, and one of the most dynamic boroughs of New York City.

POSITION TITLE (Max characters 100)

Neighborhood Planning Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The intern will work directly with staff on a range of projects that will introduce them to urban planning, Brooklyn neighborhoods and the department's role in New York City's zoning and land use process. Under supervision, the intern may:

- Provide technical assistance to support demographic, socioeconomic, resiliency, industrial and/or housing research
- Assist in organizing and preparing reports, maps and other graphic materials
- Assist in research of best practices and development of planning policy
- Assist in field work, community outreach, and coordination of public events
- Assist with special projects, neighborhood planning and/or resiliency studies
- Attend meetings with other DCP Divisions and City agencies

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

Graduate students with focus or interest in city planning, geography, GIS, urban design, architecture, environmental

studies, public policy, resiliency or related fields. Qualifications include:

- Strong research and analytic skills
- Proficiency with Arc GIS and spatial analysis
- Basic understanding of zoning
- Strong graphic design and layout skills
- Proficiency with Adobe Creative Suite
- Proficiency in database creation and report generation (Microsoft Office suite)
- Excellent written and verbal skills
- Motivated self-starter and ability to work independently

APPLICATION PROCESS (Max characters 700)

Please email cover letter, resume and work sample to kwood@planning.nyc.gov and cc: dcprecruit@planning.nyc.gov. Please note that 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 flexible

INTERNSHIP DURATION

Approximately 8 weeks, flexible

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

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