

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

THE NYC DEPARTMENT OF CITY PLANNING

DIVISION

CAPITAL PLANNING

ADDRESS1 22 Reade Street

ADDRESS2 New York, NY, 10007

CONTACT NAME David Kemper

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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 Capital Planning Division, new to DCP, works to coordinate the capital investments of the city - encompassing a wide range of investments including housing, park, sewers, streets, coastal defenses, etc.

POSITION TITLE (Max characters 100)

Capital Planning Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Capital Planning's broad scope of work will allow five successful candidate(s) a chance to (1) gain familiarity with the capital planning and budgeting processes of a number of City agencies, (2) work in a collaborative environment across DCP divisions, with City Hall, and other agencies, (3) develop new capital planning systems to ensure better informed decision-making.

Tasks assigned may include:

- Conduct research and contribute to program development;
 - Act as a researcher for the Division on subjects related to capital planning practices and other areas of concern to the team.
 - Assist with the design and implementation of new initiatives.
- Develop and maintain quality datasets necessary for effective capital planning.
- Conduct data analysis and prepare PowerPoint presentations and briefing books.
- Develop analytic maps and data visualizations to support Capital Planning work (experience in GIS and with data visualization preferred, but not required).

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

Capital Planning seeks candidates passionate about improving the City of New York through more effective delivery of infrastructure projects. Successful candidate(s) will have outstanding communication, organizational, and interpersonal skills. Other qualifications include:

- An undergraduate or graduate degree (preferred) with demonstrated academic successes and focus or interest in city planning, GIS, infrastructure investing, or economic, environmental, and social impact analyses
- A creative and entrepreneurial mindset
- Acute attention to detail
- Proficiency in Microsoft Word, Excel, and PowerPoint
- A strong understanding of quantitative research methods and ability to work with complex datasets; GIS knowledge set/experience preferred
- Capacity to conduct rapid research and analysis of emerging fields and policy trends
- Commitment to a collegial, team-oriented workplace

APPLICATION PROCESS (Max characters 700)

Please send a cover letter and resume David Kemper, dkemper@planning.nyc.gov and cc: dcprecruit@planning.nyc.gov. Work samples encouraged. 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 or before

SCHEDULE

At least 20-30 hours per week, days flexible

INTERNSHIP DURATION

Approximately 8 weeks, flexible (longer duration preferred)

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

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